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CHAPTER 1. GENERAL TRAVEL REGULATIONS

PART 1. APPLICABILITY AND GENERAL RULES

Subpart A--Authority, Applicability, and General Rule

1-1.1 Authority.

This Chapter is issued under the authority of 5 U.S.C. 4111, 5 U.S.C. 5701-5709, 5 U.S.C. 5721-5734, 5 U.S.C. 5742(b), 5 U.S.C. 7342, 20 U.S.C. 905(a), 31 U.S.C. 1353, 40 U.S.C. 486(c), 41 CFR 301-304., E.O. 11609, 36 FR 13747, 3 CFR, 1971-1975 Comp., p. 586.

a. Additional references. Additional References which also form the basis of DLMS-7 are in the General Accounting Office Civilian Personnel Law Manual, the Federal Personal Manual, Comptroller General and GSA Board of contract Appeals Decisions. Authority concerning reporting is contained in 5 USC 5701-5709; P.L. 100-485; and 26 CFR Parts 1,31, and 602 (IRS).

b. Federal Travel Regulations. This chapter complies with the Government-wide Federal Travel Regulations (FTR) as published by the General Services Administration (GSA). FTR 300-2.22 When required by the FTR, the Department of Labor (DOL) has supplemented the FTR regulations. DOL has also added text in order to clarify regulations, as interpreted by GAO or GSA's interpretative rulings or, in a few case, DOL-specific instructions. GSA has rewritten the FTR in a question and answer format. This Chapter contains cross references to the content of the FTR by incorporating relevant citations, e.g. FTR 300-3.1. Most FTR regulations have been cross referenced except, for example, those that describe the FTR and how to use a question and answer format. They are: FTR 300-1.1, FTR 300-1.2, FTR 300-2.1, FTR 300-2.20, FTR 300-2.21, FTR 300-2.23, and FTR 300-2.70. DOL has produced a simplified version of this chapter in a question and answer format. It is entitled, "Temporary Duty Travel Training Guide" and it can be found on the following OCFO web site.

<http://www2.dol.gov/dol/ocfo/public/travel/main.htm>

This guide is intended to provide basic travel information and is not intended to replace this Chapter.

1-1.2 Applicability.

a. This Chapter contains the Department of Labor (DOL) travel regulations.

b. This Chapter applies to:

(1) Employees traveling on official business;

(2) Interviewees performing pre-employment interview travel;

(3) Employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation; and threatened law enforcement/investigative employees and members of their family temporarily relocated to safeguard their lives because of a threat resulting from the employee's assigned duties. FTR 301-1.3

(4) Official travel of individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis and individuals serving without pay or at \$1 a year. These individuals are not considered to have a "permanent duty station" within the general meaning of that term; however, they may be allowed travel or transportation expenses under this Chapter while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed in this Chapter are applicable except as provided in paragraph "c" of this section or unless a higher rate is specifically authorized in an appropriation or other statute.

(5) Travel by Government Contractors. In order for a Departmental contractor to be reimbursed for travel and transportation expenses, there must be a provision for payment of these expenses in the applicable contract. If direct payment of travel and transportation expenses for contractor employees is included in the contract, reimbursement is subject to the same rules, regulations and limitations applicable to DOL employees (as outlined in this Manual and other applicable federal regulations). Higher limits on

reimbursement may be applied if provided for in the contract. Reimbursement to contractors for the travel of their employees shall be in accordance with the Federal Acquisition Regulations. Federal Contractors may not use City-Pair Airline contract services and rates.

(6) Invitational Travel. Travel and transportation expenses may be allowed to non-Federal employees who are invited to advise or consult with DOL officials. Authority for reimbursement is 5 U.S.C. 5703, which allows reimbursement to an individual serving without pay or at \$1 per year. These individuals may not be provided travel advances. The individuals are reimbursed in the same manner as any Federal employee on official travel and thus, are required to use contract city-pair carriers.

(7) Travel of Witnesses.

(i) Department of Labor Cases.

(A) Current Department Employees. An employee summoned or assigned to testify or produce official records on behalf of the Department is considered to be on official duty and thus, is entitled to travel and transportation expenses in accordance with this Manual. An employee summoned or assigned to testify in an official capacity or produce official records on behalf of a party other than the Department is also considered to be on official business and thus, is entitled to travel and transportation expenses, but only to the extent they are not paid to the employee by the court, the authority, or the party which caused the employee to be summoned or assigned. In these instances, the employee must file a travel voucher (SF 1012) reflecting the total travel costs incurred. The employee then deducts the amounts for items provided and the amount of any cash received. The Department will reimburse the employee for the additional costs to the extent the total of the reimbursement and expenses paid by the other party do not exceed the maximum allowable per diem for the locality. These costs are to be estimated in advance of the travel and an appropriate reduced per diem established. FTR 301-70.200e

(B) Former Department Employees. When former employees, whether or not currently employed by the Federal Government, as a result of their employment with the Department are summoned or requested to provide testimony or to produce records on behalf of the United States, the former employees are entitled to travel and transportation expenses in accordance with (A) above.

These individuals are not authorized to receive travel advances. When a former employee, who is not currently employed by the Federal Government, is summoned or requested to provide testimony or to produce records on behalf of a party other than the United States, the former employee is not entitled to any travel or transportation expenses from the Department.

(C) Current Employees of Other Federal Agencies. Any employee of another Federal agency who is summoned or assigned to testify or produce official records on behalf of the United States, is considered to be on official duty and is entitled to travel and transportation expenses in accordance with (A) above. Reimbursement should, if possible, be made through a reimbursable agreement with the individual's employing agency. Any employee of another Federal agency who is summoned or assigned to testify or produce official records on behalf of a party other than the United States is considered to be on official duty and is entitled to travel and transportation expenses to the extent they are not paid to the employee by the court, authority or court which caused him/her to be summoned or assigned. Reimbursement should, if possible, be made through a reimbursable contract with the individual's employing agency (See (A) above).

(D) Former Employees of Other Agencies. When a former employee of another Federal agency, who is no longer employed by the Federal Government, is summoned or requested to provide testimony or to produce records on behalf of the United States, the individual is entitled to travel and transportation expenses in accordance with (A) above. When a former employee of another Federal agency, who is no longer employed by the Federal Government, is summoned or requested to testify on behalf of a party other than the United States, the individual is not entitled to payment of travel and transportation expenses from the Department.

(E) Non-Federal Employees. Payment of travel expenses for witnesses testifying on behalf of the United States who are not Federal Government employees will be made on a per diem basis, or on an actual expenses basis, subject to the same policies, procedures and rates applicable to current Government employees. However, to be eligible for reimbursement, the presiding hearing officer must determine that it has been reasonably shown that the testimony of the witness is substantial, material, and necessary, and

that an affidavit would not be adequate.

(ii) Non-Department of Labor Cases. When a DOL employee is subpoenaed or assigned to testify (even by a private party) in an official capacity, the employee is in an official duty status and is entitled to reimbursement of travel and transportation expenses to the same extent as in DOL cases. If the testimony is on behalf of the United States, the Federal agency requiring the employee's testimony shall pay the travel and transportation costs. Payment may be accomplished through an interagency agreement or by direct payment by that agency to the employee. When the employee testifies in an official capacity on behalf of a private party, the employee may be reimbursed with DOL funds. However, if a DOL employee receives a travel reimbursement from the party that issued the subpoena, the monies must be given to the Servicing Finance Office (SFO). The witness/employee will prepare and submit the necessary voucher with a receipt or statement of reimbursement received from the paying party. The SFO will audit the voucher and assure that the amount of reimbursement made by the paying party and retained by the employee is deducted from the traveler's claim. If the reimbursement received by the witness/employee exceeds that which the Department would have paid, the excess must be submitted to the SFO by a personal check made payable to the U.S. Department of Labor.

c. To the extent the Government has received payment, as defined in DLMS 7, Chapter 4-1.2(c) and except as provided in DLMS 7, Chapter 4-1.7, acceptance of payment for, and reimbursement by an agency to an employee (and/or the accompanying spouse of such employee when applicable) are not subject to the maximum rates or transportation class of service limitations prescribed in this Chapter for reimbursable travel expenses.

1-1.3 General Rules.

a. Employee's Obligation.

(1) Prudent Person Rule. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this

standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. FTR 301-2.3 and FTR 301-2.4

(2) Approved (Firesafe) Accommodation. The policy of the Government, as reflected in the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391, Sept. 25, 1990), referred to as "the Act" in this paragraph, is to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, employees are strongly encouraged to stay in an approved accommodation when commercial lodging is required. Such action will serve to benefit all travelers by influencing the management of places of public accommodation affecting commerce to comply with the Act's fire safety requirements and maintain approved accommodation status. An approved accommodation provides certain fire detection and safety devices that reduce the likelihood of injury to, and protect the lives of, travelers. To ensure that travelers stay in an approved facility, given the best available choices and/or obtaining Government discount rates, they are further encouraged to make lodging arrangements through a Travel Manager Center under contract to the Government. FTR 301-11.11

b. Reimbursable Expenses. Reimbursements of travel expense are confined to those expenses essential to the transaction of official business identified in this Manual. FTR 301-2.2

c. Definitions.

(1) Agency. Except as otherwise provided in 1-17.2a of this Chapter, "agency" for purposes of this Chapter, means an executive agency as defined in 5 U.S.C. 101; a military department; an office, agency, or other establishment in the legislative branch; and the government of the District of Columbia; but does not include a Government-controlled corporation, a Member of Congress, or an office or committee of either House of Congress or of the two Houses or an office, agency or other establishment in the judicial branch.

(2) Actual expense. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same

definitions and rules governing per diem. FTR 300-3.1

(3) Approved Accommodation. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by the Federal Emergency Management Administration. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at

<http://www.usfa.fema.gov/hotel/index.htm>.

FTR 300-3.1 and FTR 301-11.11

(4) Automated-Teller-Machine (ATM) Services. Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card. FTR 300-3.1

(5) Common Carrier. Private-sector supplier of air, rail, or bus transportation. FTR 300-3.1

(6) Conference. A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404. FTR 300-3.1

(7) Continental United States. Continental United States means the 48 contiguous States and the District of Columbia. The term may be abbreviated as CONUS. FTR 300-3.1

(8) Contract Carriers. Contract Carriers are U.S. certificated air carriers which are under contract with the government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares. FTR 300-3.1

(9) Employee. As used in this Chapter, "employee" means the head of an agency, an agency official, or any other individual employed by an agency. This definition also includes an individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis

and an individual serving without pay or at \$1 a year (5 U.S.C. 5701 (2)) (also referred to as "invitational traveler"). FTR 301-1.2

(10) Employee with a disability (also see Special needs).

(i) An employee who has a disability as defined in paragraph (b) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 - 797b).

(ii) "Disability," with respect to an employee, means:

(A) Having a physical or mental impairment that substantially limits one or more major life activities;

(B) Having a record of such an impairment;

(C) Being regarded as having such an impairment; but

(D) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

(iii) "Physical or mental impairment" means:

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or

(B) Any mental or psychological disorder; (e.g., mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities) or

(C) The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as

cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, orthopedic, visual, speech and hearing impairments.

(iv) "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

(v) "Has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(vi) "Is regarded as having such an impairment" means the employee has:

(A) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

(B) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or

(C) None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.
FTR 300-3.1

(11) Family. (see Immediate family)

(12) Foreign Air Carrier. An air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102. FTR 300-3.1

(13) Foreign Area Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas. (See also Non-foreign area.) FTR 300-3.1

(14) Government. "Government" means the Government of the United States and Government of the District of Columbia.

(15) Government Aircraft. Any aircraft owned, leased, chartered or rented and operated by an executive agency. FTR 300-3.1

(16) Government-Contract Rental Automobile. A "Government-contract rental automobile" is an automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

(17) Government Contractor-issued Individually Billed Charge Card. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee. FTR 300-3.1

(18) Government-Furnished Automobile. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

(i) Owned by an agency;

(ii) Assigned or dispatched to an agency from the GSA Interagency Fleet Management System; or

(iii) Leased by the Government for a period of 60 days or longer from a commercial source. FTR 300-3.1

(19) Government Furnished Vehicle. A Government-furnished automobile or a Government aircraft. FTR 300-3.1

(20) Government Transportation Request (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided. FTR 300-3.1

(21) Immediate Family. Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

(i) Spouse;

(ii) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

(iii) Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

(iv) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. FTR 301-3.1

(22) Interviewee. As used in this Chapter, "interviewee" means an individual who is being considered for employment by an agency. The individual may currently be a Government employee. FTR 300-3.1

(23) Invitational Travel. Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. FTR 300-3.1

(24) Lodgings-Plus Per Diem System. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned. FTR 300-3.1

(25) Non-Foreign Area. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands, and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

FTR 300-3.1

(26) Official Station. The official station of an employee or invitational traveler is the location of the employee's or invitational traveler's permanent work assignment. The geographic limits of the official station are:

(i) For an employee:

(A) The corporate limits of the city or town where stationed or if not in an incorporated city or town;

(B) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

(ii) For an invitational traveler:

(A) The corporate limits of the city or town where the home or principal place of business exists or if not in an incorporated city or town;

(B) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the home or principal place of business is located. FTR 300-3.1

(27) Per Diem Allowance. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, (excluding taxes--CONUS only), meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including any service charges where applicable for:

(i) Lodging. Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime,

telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(ii) Meals. Expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(iii) Incidental expenses.

(A) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;

(B) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site;

(C) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings. FTR 300-3.1

(28) Place of Public Accommodation. Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

(i) An establishment owned by the Federal Government;

(ii) An establishment treated as an apartment building by State or local law or regulation; or

(iii) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment. FTR 301-3.1

(29) Post of Duty. An official station outside CONUS. FTR 300-3.1

(30) Privately Owned Aircraft. An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an employee for use in carrying out official Government business. FTR 300-3.1

(31) Privately Owned Automobile. A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual. FTR 300-3.1

(32) Privately Owned Vehicle (POV). Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business. FTR 300-3.1

(33) Reduced Per Diem. Your agency may authorize a reduced per diem rate when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate. FTR 300-3.1 and FTR 301-70.200e

(34) Special Conveyance. Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency. FTR 300-3.1

(35) Special Needs (also see Employee with a Disability). Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler. FTR 300-3.1

(36) Subsistence Expenses. Expenses such as:

(i) Lodging, excluding taxes but including service charges;

(ii) Meals, including taxes and tips; and

(iii) Incidental expenses (see incidental expenses

under definition of per diem allowance.) FTR 300-3.1

(37) Temporary duty (TDY) location. A place, away from an employee's official station, where the employee is authorized to travel. FTR 300-3.1

(38) Travel Advance. Prepayment of estimated travel expenses paid to an employee. FTR 300-3.1

(39) Travel Authorization (Orders). Written permission to travel on official business. There are three basic types of travel authorizations (orders):

(i) Unlimited Open. An authorization allowing an employee to travel for any official purpose without further authorization.

(ii) Limited Open or called "Blanket" in DOL. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.

(iii) Trip-by-trip. An authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. FTR 301-3.1

(40) Travel Claim (Voucher). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including Permanent Change of Station (PCS) travel. FTR 300-3.1

(41) Travel Management System (TMS). A system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel. FTR 300-3.1

(42) United States. When used in a geographical sense,

"United States" means the 50 States and the District of Columbia except as provided in 1-3.6b(1)(iii). The terms "United States" and "the 50 States and the District of Columbia" may be used interchangeably.

Subpart B--Official Government Business Travel.

1-1.100 Applicability.

This Subpart applies to employees as defined in 1-1.3c(2) who are traveling on official business.

1-1.101 Authorization of Travel.

a. Travel Policy. It is the policy of the Government that agencies shall authorize only that travel which is necessary to accomplish the purposes of the Government effectively and economically. FTR 301-2.4

b. Agency Responsibilities. Agencies must administer the authorization and payment of travel expenses so as to limit the authorization and payment of travel expenses to travel that is necessary to accomplish the agency's mission in the most economical and effective manner, in accordance with the rules stated throughout this Chapter. Consideration should be given, but not limited, to budget constraints, adherence to travel policies, and reasonableness of expenses. Agencies should always consider alternatives, including teleconferencing, prior to authorizing travel. FTR 301-70.1

(1) Except as otherwise provided by law, all travel shall be either authorized or approved by the head of the agency or an official to whom such authority has been delegated. Ordinarily, a travel authorization shall be issued before expenses are incurred. (See 1-1.102b) FTR 301-71.104 and FTR 301-71.106

(i) The Assistant Secretary for Administration and Management (ASAM) has been delegated authority and responsibility for:

(A) Authorizing and Approving Official travel;

(B) Authorizing official station transfers, and authorizing and approving the expenses of such transfers;

(C) Authorizing advances of funds for travel and transfers.

(D) Acceptance, under any authority, of travel-related gifts; and FTR 301-71.106

(E) Approval of actual subsistence over 150 percent of the rate set by GSA for the travel location.

(ii) These authorities, except for "D and E", have been further delegated by the ASAM to DOL Agency Heads, Secretary's Representatives in the regions (for their own staff), and Regional Administrators - Office of the Assistant Secretary for Administration and Management (OASAM).

All the authorities, with some exceptions, may be further delegated by the Agency Heads to Authorizing/Approving Officials.

Authority to authorize premium transportation (e.g., business and first-class) and actual subsistence related to security (Part 14) may NOT be further delegated by Agency Heads. FTR 301-70.102b(1) Agency Administrative Officers and agency Regional Administrators are delegated authority to approve conferences, meetings, and training sessions which involve travel by 30 or more employees. FTR 301-71.106

Administrative Officers are delegated authority to approve travel on a Government aircraft. FTR 301-71.106

Servicing Finance Officers are delegated authority to approve cash purchases of transportation. FTR 301-71.106

It is the Department's policy that travel vouchers be paid within 20 work days of submission by the traveler to the Approving Official. To achieve this, authority to approve such vouchers should be delegated to supervisory levels deemed necessary to comply with all the laws, regulations, and policies governing travel. Multiple approval levels are not required and should be eliminated. Delegating officials shall provide the appropriate Servicing Finance Office with a copy of delegations and changes in the names and titles of Authorizing and Approving Officials.

(iii) Some travel-related decisions require coordination/concurrence; these are:

(A) Foreign travel requires concurrence of the Deputy Under Secretary for International Affairs (ILAB); in some cases ILAB's concurrence is dependent on White House and/or State Department clearance;

(B) Transportation and subsistence of threatened law enforcement/investigative employees require coordination with the Inspector General;

(C) Acceptance of travel-related gifts requires clearance of Departmental Ethics Officer and external reporting, coordinated by the ASAM, of some gifts depending on the authority under which they were accepted. FTR 301-71.106

(2) Agency Heads and other delegating officials shall communicate the Government's travel policy to all travel Authorizing Officials at all levels within their respective agencies and establish controls to ensure that only travel that is essential to the purposes of the Government and for accomplishment of the agency's mission is authorized or approved. FTR 301-71.101

(3) Travel Authorizing Officials shall authorize or approve only that travel necessary to accomplish the agency mission in the most effective and economical manner. Authorizing officials should be aware of travel plans, including plans to take annual leave in conjunction with travel, and shall ensure appropriate consideration of the need for the travel, the use of travel substitutes (i.e., mail, teleconferencing, etc.), and the most cost effective routing and means of accomplishing travel. Each employee's travel shall be authorized separately under specific guidelines provided in 1-1.102. FTR 301-71.101 and FTR 301-71.107

(4) It is the policy of the Government, as reflected in the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391, Sept. 25, 1990), to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of these goals, each agency, as defined in 1-1.3(a) of this Chapter, when authorizing travel shall take appropriate measures to influence employees who will procure commercial lodging when performing official travel to stay at a firesafe approved accommodation as defined in 1-1.3(c) of this Chapter. FTR 301-11.11

(5) Each Approving Official who approves or directs travel or reviews, certifies or approves reimbursement of travel expenses is expected to exercise due care and economy in all matters involving travel. Supervisory officials should also have a thorough knowledge of the provisions contained within this Chapter and of the circumstances surrounding the travel of their employees. They are responsible for ensuring the propriety of travel claims/payments to be made by the Government, bearing in mind that exercise of this responsibility is necessary to control travel expenditures. The Approving Official's signature indicates:

(i) That to the best of the official's knowledge, all the facts set-forth on the voucher are correct;

(ii) That all claims are made in accordance with this Chapter; and

(iii) That all expenses are reasonable and necessary for the conduct of Government business.

The Approving Official shall also review each voucher to ensure that all expenses were authorized and are allowable, that necessary receipts support claims on the voucher, and that travel advances for specific trips are liquidated. The Approving Official shall refuse to approve any voucher on which there are questionable claims and return the voucher to the traveler for correction or clarification. (See 1-11.6)

When a privately-owned vehicle (POV) has been used for travel and reimbursement is claimed on a mileage basis, the Approving Official's signature is certification that the use of a POV was properly directed and approved. FTR 301-70.102e When, for personal reasons, travel is performed by POV instead of common carrier, the Approving Official must assure that per diem is based on the travel time required by common carrier and that excess travel time is charged to leave. Approving Officials are responsible for ensuring that the level of their employees' travel advance balances is in accordance with 1-10.3.

(6) Servicing Finance Offices are responsible for:

(i) Processing travel advance requests and auditing and paying travel vouchers;

(ii) Maintaining current records and controls on travel advances;

(iii) Conducting reviews every 45 days of outstanding travel advance balances due from travelers and from employees being transferred or separated;

(iv) Initiating collection action for travel advances as required by 1-10.3d;

(v) Informing travelers of pertinent changes to Departmental travel policies; and

(vi) Processing travel vouchers timely and pays interest when a voucher is not paid within the required time period.

(7) The responsibility of the voucher examiner is to ensure that the voucher is properly prepared, according to pertinent regulations and agency procedures, before being certified for payment. The voucher examiner also reviews unused passenger tickets and transportation refund applications, and initiates the refund process accordingly. The certifying officer assumes ultimate responsibility for the propriety and legality of travel vouchers when certifying for payment. Therefore, the certifying officer may reject any claim which is believed to be improper. When arithmetic errors or obvious omissions are discovered, the voucher examiner revises the amounts on the travel voucher as required (plus or minus), pays the undisputed amount of the voucher, and forwards to the traveler an explanation of all deductions over \$10. The voucher examiner notifies the traveler on a DL 1-478, Administrative Exception to Travel Claim or an equivalent form/memorandum, e-mail, or fax. All travel vouchers included in the sample selected pursuant to (8) below, and all vouchers not included in the statistical sampling universe are subject to these procedures.

(8) Statistical sampling in voucher auditing is a procedure which relies on the principles of probability to collect facts about the accuracy and other characteristics of the total (universe), by comprehensively auditing only a sample of the universe, to arrive at a decision representative of all the vouchers in that universe. The purpose of utilizing statistical sampling in the audit of vouchers is to expedite voucher processing, reduce the amount of

time and overall costs devoted to auditing and, most importantly, enable financial managers to divert available staff resources to other critical functions of the office. Therefore, all SFOs must use statistical sampling in auditing travel vouchers in accordance with instructions issued by the Office of the Chief Financial Officer (OCFO). Each finance office shall compile and maintain a file of the monthly "Report on Sampled Travel Vouchers." This report shall be prepared by the 10th of the month following the month covered by the report. Finally, all SFOs are to maintain a monthly Record of Statistically Sampled Vouchers. Such reports will be provided to the OCFO upon request.

1-1.102 Travel Authorizations.

a. Purpose. The purpose of the travel authorization process is to:

(1) Provide the employee information regarding what expenses may be paid;

(2) Provide travel service vendors with necessary documentation for the use of travel programs;

(3) Provide financial information necessary for budgetary planning; and

(4) Identify the purpose of travel. FTR 301-71.100

b. Authorization Required. Generally travelers must have written or electronic authorization by an appropriate Approving Official prior to incurring any travel expense. FTR 301-2.1

c. Advance Authorization. Advance written or electronic authorization is always required by an appropriate Authorizing Official for items 1 through 4 below. FTR 301-71.202 Advance written or electronic authorization is required for items 5 through 15 except when it is not practicable or possible to obtain such authorization prior to travel. The agency may approve a specific authorization for reimbursement of such travel expenses as soon as practical after travel is completed. FTR 301-2.5 and FTR-71.105

- (1) Use of special lower fares and reduced fares for group or charter arrangements; FTR 301-70.102b(2)
- (2) Payment of a reduced rate of per diem for subsistence expenses; FTR 301-70.200e
- (3) Acceptance of payment from a non-Federal source for travel expenses (See DLMS 7, Chapter 4);
- (4) Travel expenses related to attendance at a conference. DOL has received a waiver from GSA to allow those DOL employees who travel under blanket authorizations to attend necessary conferences without a specific trip authorization.
- (5) Use of premium-class service on common carrier transportation; FTR 301-70.102b(1)
- (6) All foreign travel except as provided by agency mission and/or use of a foreign air carrier; FTR 301-70.102b(6)
- (7) Use of cash to pay for common carrier transportation;
- (8) Use of extra-fare train service;
- (9) Travel by ship;
- (10) Use of a rental car;
- (11) Use of a Government aircraft;
- (12) Payment of actual expenses;
- (13) Travel expenses related to emergency travel;
- (14) Transportation expenses related to threatened law enforcement/investigative employees and members of their immediate families; and
- (15) Travel requiring approval of actual subsistence above 150 percent of the GSA approved rate for the locality.

d. Authorization Form. A travel authorization is the document through which official travel is authorized and approved. DOL uses form DL 1-33 or the Authorization form(s) produced by Travel Manager document processing software. FTR-71.103 Authorizations may not be signed by the traveler, either as an Authorizing or Approving Official.

e. Types and Uses of Travel Authorizations. General or blanket travel authorizations for entire agencies or groups of employees shall not be used. To ensure adequate managerial and supervisory attention to the need for all travel, employee travel shall be authorized under one of the following types of travel authorizations: FTR 301-71.108

(1) Unlimited Open (Blanket) Authorization. This type of authorization allows an employee to travel for any purpose without further authorization. Unlimited open authorizations shall be issued to those individuals required to travel frequently to locations throughout the United States. DOL employees who expect to travel to locations throughout the United States at least 8 trips a year should be placed under an unlimited open blanket authorization.

(2) Limited Open (Blanket) Authorization. This type of authorization allows an employee to travel without further authorization under certain specified conditions (i.e., travel within a specific or combined DOL Region for specific purpose(s), subject to trip cost ceilings, or for specific periods of time). Limited blanket authorizations may be provided for employees whose duties require high volume travel. DOL employees who expect to travel at least 8 trips a year should be placed under a limited open blanket authorization. On an exception basis, managers may elect to place certain other travelers who travel frequently but less than eight times a year under a limited open blanket authorization. Such authorizations should include realistic limitations on purpose(s), geographic area(s), number of trip(s), trip duration, and costs. Authorizing officials may amend the blanket authorization for a specific trip by memorandum. Based on circumstance of the trip, the guidance may address such topics as mode of transportation, routing, and lowered reimbursement when less costly alternatives are prudent. Unlimited and limited open (blanket) authorizations may be used for attendance at conferences, meetings, or training sessions (see b(1) below).

(3) Specific Trip Authorization. This type of authorization allows an individual or group of individuals (when they are traveling together on a single trip) to take one or more specific trips and shall include the specific purpose, itinerary, and estimated costs. Travel not covered in an unlimited or limited blanket authorization (see (1) and (2), above) shall be separately authorized on a trip-by-trip basis. FTR 301-71.102

f. Levels of Approval and Requirements for Special Purpose Travel. Due to the relatively high costs associated with certain kinds of travel, such travel shall be authorized only on a trip-by-trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are listed in this paragraph. Authorization of travel for purposes other than those listed should be delegated to the lowest management level which has responsibility for both program accomplishment and obligation or commitment of funds.

(1) Conferences, Meetings, and Training Sessions. DOL has received a waiver from GSA to allow employees who are authorized to travel regularly under unlimited and limited open blanket travel authorizations to travel to conferences, meetings, and training sessions without the need of a specific trip authorization. All other employees shall be authorized on a trip-by-trip basis. FTR 71-71.106 In addition, the need for conferences and meetings which involves travel by 30 or more employees shall be approved in writing by the agency Administrative Officer or agency Regional Administrator (See Part 16 of this Chapter) FTR 301-71.106

(2) Foreign Travel. Overseas and foreign travel for all employees shall be authorized on a trip-by-trip basis. In addition, U.S. Government representatives and attendees at international intergovernmental conferences must be accredited by the State Department.

(i) General. Travel outside the conterminous United States can be divided into two types: non-foreign and foreign. Non-foreign is defined as travel outside the 48 contiguous States; and travel in, to and from Alaska, Hawaii, and the trust territories and possessions such as Puerto Rico, the U.S Virgin Islands and the Northern Mariana Islands. Foreign travel is defined as all travel outside the United States, its territories and possessions (except

local travel of employees stationed abroad) and travel to and from points outside the United States, its territories and possessions. This distinction is necessary because prior approval and authorization of travel to foreign areas are to be obtained through the Bureau of International Labor Affairs (ILAB) and the Office of the Assistant Secretary for Administration and Management (OASAM) as described herein. These policies apply to all DOL Agencies and field offices. Prior approval must be obtained regardless of whether DOL or other monies (public, private, or foreign) are used to fund all or part of the associated expenses. Specifically, authorization and approval will be given only after top-level officials are assured that:

(A) The travel assignment is consistent with the Department's overall programs, interests, and responsibilities.

(B) An evaluation is made of the impact of the proposed travel assignment upon all international programs of concern to the United States.

(C) The traveler's special abilities or background will benefit the international or domestic labor objectives of the United States.

(D) An evaluation is made of the impact of the proposed travel assignment upon any domestic program for which DOL Agency Heads, their deputies, and assistants are accountable.

(E) The absence of the personnel involved will not cause adverse effects on scheduled domestic programs.

(F) All other DOL travel policies are observed.

All requests for international travel, excluding routine operating assignments involving travel to Canada and Mexico, must be routed through ILAB and the Deputy Under Secretary for International Affairs for review and approval. Other DOL officials are responsible for appropriate scrutiny of proposed itineraries and assignments as outlined above. When the travel assignment does not meet the conditions set-forth above, the Agency Head may present extenuating circumstances which would require additional considerations.

(ii) Requesting Overseas Travel. The Travel Authorization, is for use in processing international travel or overseas assignments, as well as domestic travel, proposed by all DOL Agencies and other persons traveling under DOL auspices. The Travel Authorization is to be processed and approved before making any internal or external commitment for overseas assignment or international travel. However, this does not preclude preliminary discussions with interested parties for the purpose of determining general availability for an assignment. The DOL agency having responsibility for the proposed international assignment will originate the Travel Authorization.

(iii) Security Clearance. The DOL agency who requests international travel is responsible for obtaining the necessary security clearances. The Travel Authorization will be routed through the Human Resource Center, OASAM, when obtaining approval on proposed international travel (see Federal Personnel Manual, Chapter 732, subchapter 4). Before approving the Travel Authorization or forwarding the Passport Letter of Notification to the Department of State, the Office of the Deputy Under Secretary for International Labor Affairs will verify that security clearances have been obtained.

(iv) Routing, Review, and Approval of Request.

(A) Only those international travel requests which comply with the policies stated above in "I" will be authorized, approved and forwarded.

(B) Requests for international travel of key personnel (Agency Heads, their deputies, and assistants) will be reviewed, endorsed, and forwarded for clearance to each of the following officials:

1. DOL Agency Head;
2. Deputy Under Secretary for International Labor Affairs; and
3. Secretary of Labor.

(C) The Office of the Associate Deputy Under Secretary for International Affairs will prepare and transmit international travel requests of key DOL staff if White House clearance and approval are involved.

(D) Requests for international travel of other-than-key personnel will be reviewed, endorsed, and forwarded to:

1. Employee's supervisor;
2. DOL Agency Head; and
3. Deputy Under Secretary for International Affairs.

(E) The appropriate Agency Head will monitor and the Deputy Under Secretary for International Affairs will monitor and direct international travel as it is performed.

(F) After completing the review and approval process, the Office of the Deputy Under Secretary for International Labor Affairs shall:

1. Retain a photocopy of the Travel Authorization.

2. Forward (electronically or otherwise) the Travel Authorization to the applicable DOL agency or to the ILAB office concerned with the travel for further processing.

(v) Passports. OASAM is responsible for processing official passports; liaison with the Department of State; and technical assistance on general procedures, identification, information required, photographs, etc. for passports and visas. OASAM will provide assistance if the traveler has not been issued a passport or an existing passport has expired and must be revalidated. Employees will be informed of passport availability after its issuance or revalidation and held responsible for custody of official passports delivered to them. Passports are validated for a ten year period. A memorandum requesting a passport should be sent to OASAM with the following information at least 4 weeks before travel is to begin:

- planning to travel;
- (A) Name, title, and grade of employee
- stay;
- (B) Countries to be visited and length of
- (C) Purpose of travel; and
- (D) Complete name and the date and place of birth of each member of the family accompanying the traveler.

(vi) Visas. OASAM shall obtain visas, when required, from the appropriate Embassy or nearest Consular office. The traveler should contact OASAM to determine whether visas are required for entry into countries to which the employee will travel. The length of time required to obtain visas varies with each Embassy. A memorandum requesting a visa should be sent to OASAM, along with a valid passport, with the following information:

- (A) Employee's name and title;
- (B) Country to be visited;
- (C) Dates of arrival and departure; and
- (D) A brief statement on the purpose of the trip.

See 1-9.1d for reimbursement of miscellaneous fees relating to travel outside the continental United States.

(3) Change of Official Station/Relocation. Travel and related entitlements for a change of official station or relocation determined to be in the interest of the Government, as provided in Chapter 2 of DLMS 7, shall be authorized on a move-by-move basis (trip-by-trip authorization). This also includes a new appointee issued authorization for travel to the first duty station.

g. Purpose(s) of Travel. Each travel authorization and the associated travel voucher(s) shall specify clearly the purpose(s) of the travel. (When using Travel Manager document processing software, the trip purpose is recorded on the travel authorization. The trip purpose is recorded in the comments section when Travel Manager is

used to prepare a voucher.) To establish uniformity in the way that travel purposes are identified on the travel authorization and travel voucher, agencies shall use the following purpose categories:

(1) Site Visit. Travel to a particular site in order to personally perform operational or managerial activities (e.g., to oversee program activities, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions or provide technical assistance).

(2) Information Meeting. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.

(3) Training Attendance. Travel to receive training.

(4) Speech or Presentation. Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

(5) Conference Attendance. Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only, with no formal role in the proceedings.

(6) Relocation. Travel performed in connection with a transfer from one official duty station to another (same as a permanent change of station or PCS move). This includes new appointees when they are first authorized relocation allowances for reporting to their final duty station.

(7) Entitlement Travel. Travel entitlements for which an employee (or dependent) may be eligible while serving at a duty station outside the continental United States; e.g., tour renewal agreement travel (for the purpose of taking leave between tours of duty) and educational travel. (This type of travel is normally performed in connection with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located outside the continental United States.)

(8) Special Mission Travel. Travel to carry out a special agency mission; e.g., provide security to a person or a shipment (such as a diplomatic pouch), move witnesses from residence to other locations, and travel by Federal beneficiaries and other nonemployees.

(9) Other Travel Purposes. All travel performed for purposes which are not included in one of the other listed categories (i.e., travel performed by employee organization representatives in accordance with their negotiated collective bargaining agreement.) Even though stated as "other travel purposes," the travel authorization and voucher should also detail a specific purpose. Because DOL is required to provide annual expenditure information by trip purpose to GSA, Agencies may add additional trip purposes only when the added trip purpose can be identified as a subset and within one of the above trip purposes.

h. Cost Estimates. Travel authorizations shall include estimates of the cost of the travel. Both unlimited and limited open authorizations shall also include an estimate of the travel costs to be incurred over the period covered by the authorization. Agencies shall use these estimates to obligate the funds necessary to carry out that particular travel to improve travel budgetary controls. (See Part 1-10 for provisions covering employee source of funds and travel advances.)

1-1.103 Instructions/Guidelines for Travelers.

a. Traveler's Potential Liability Notice. Travelers are accountable for all transportation tickets received by them in connection with their official travel. Agencies shall provide written instructions to the traveler at the time an authorization is issued advising of an agency administrative procedure for the control of an accountability for passenger transportation documents. If trips are canceled or itineraries changed after tickets are issued to the traveler, the traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher. (See also 1-11.5c(1).) A statement to this effect shall be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket when issued to the traveler. (See 1-3.5 for further provisions regarding unused

passenger transportation documents.) (FTR 301-72.101 and FTR 301-51.103)

b. Promotional Materials Received in Connection with Official Travel from Common Carriers, Rental Car Companies, or Other Commercial Source. Employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to the performance of official business (Comp. Gen. Decision B-199656, July 15, 1981). All promotional materials (e.g., bonus flights, reduced-fare coupons, cash, free passenger tickets, merchandise, gifts, and credits toward future free or reduced costs of services or goods) received by employees in connection with official travel, or other services such as car rentals, are due the Government and may not be retained by the employee. When an employee receives promotional material from any commercial source incident to official travel, the employee shall accept the material on behalf of the Federal Government and relinquish it to the appropriate administrative office. The administrative office shall forward all promotional items to its Servicing Finance Office for disposal. The Comptroller General's decision B-220542 dated November 16, 1987, ruled that with agency approval employees may retain such promotional items as free upgrade of service to first class (agencies may require specific approval), membership in clubs, and check-cashing privileges. In this connection, employees are also allowed to retain promotional material such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value. Supervisors have the responsibility to monitor these programs to ensure that travelers account for all rebates, discounts, or bonus tickets earned while on official business. The governing regulations regarding agency disposition of promotional material received by Federal employees are prescribed by the Administrator of General Services in 41 CFR 101-25.103-2 (See paragraph "f" of this section for redemption of frequent traveler benefits.) FTR 301-53.1 Bonus tickets are to be used only for official business as directed by the Approving Official. DOL agencies are encouraged to establish gain sharing awards for employees who convert frequent flyer coupons into tickets. Contact the OCFO for further information.

c. Denied Boarding Compensation. Travelers are instructed to turn into the agency any cash or other payments received from carriers for failure to provide confirmed reserved space as provided in 1-3.5.

d. Billing Information for Ticket Exchanges (tickets purchased through a Travel Management Center and paid for directly by the government). When a traveler exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate agency billing office. To facilitate this refund procedure, agencies shall provide travelers with a "bill charges to" address by attaching a copy of the document containing this information to either the ticket or travel authorization as provided in 41 CFR 101-41.210-1. (See also 1-3.5c.)

e. Use of Travel Agencies. The services of a travel agent may be used to obtain passenger transportation services within, from, or between the United States and its possessions only under the conditions specified in 1-3.4b(2), or when the travel agent is providing services to the Government under a contractual arrangement with the GSA.
FTR 301.50.1

f. Frequent Traveler Programs.

(1) Frequent traveler benefits earned in connection with official travel, such as mileage credits, points, etc., may be used only for official travel. Employees may not retain and use such benefits for personal travel. Since the Comptroller General has ruled that a frequent traveler benefit is the property of the Government if any part of it is earned through official travel, employees should maintain separate frequent traveler accounts for official and personal travel.

(2) Employees who travel frequently are encouraged to participate in various frequent traveler programs offered by airlines, hotels, and car rental vendors. Employees may be reimbursed for the cost to enter certain frequent traveler programs when entering the program is expected to result in a savings to the Government. Reimbursement for the cost to enter the program may not exceed the expected amount of the savings. FTR 301-53.2 and FTR 301-53.3)

(3) To the maximum extent practicable, overall travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. FTR 301-53.4

(4) Use of mandatory or preferred vendors, such as contract air and rail carriers, lowest cost car rental companies, etc., shall be observed fully without regard to whether such vendors offer frequent traveler programs. No deviations from mandatory or preferred use requirements will be permitted solely for the purpose of accumulating frequent traveler benefits.

(5) DOL travelers may use frequent travel benefits earned on official travel to upgrade transportation class of service, unless restricted by the agency's Administrative Officer. The restrictive requirements for first-class or premium other than first class airline accommodations must be met notwithstanding the availability of frequent flyer benefits. (See 1-3.3d(5)(vii) for upgrades to premium-class other than first-class accommodations.) FTR 301-53.5

(6) When an agency participates in a mandatory travel management program, the traveler may not select a travel service provider based on whether it provides frequent travel credits. The traveler must use the travel management program for which the agency is a mandatory user, including contract passenger transportation service when such programs are available. FTR 301-53.6

(7) When a traveler accumulates both personal and official frequent traveler credits from a single travel service provider, the traveler should establish separate accounts for personal and official use. If the traveler cannot establish separate frequent traveler accounts, the traveler must be able to account for every credit and debit in the traveler's frequent traveler account, and submit an accounting to the agency upon request. The accounting must specify:

(i) The date and amount of all credits received for both personal and official travel, including credits (e.g., credits from a travel service vendor credit card).

(ii) The date and amount of any debit to the account for both personal and official travel. FTR 301-53.8

(8) The traveler is liable for improper use of frequent traveler benefits. The traveler may be subject to:

(i) Disciplinary action by your agency, which may include repayment of the cost of the ticket; and

(ii) Criminal sanctions, including a fine and/or imprisonment. FTR 301-53.9

(9) There are instances when the traveler may make personal use of benefits furnished by a travel service provider. The traveler may use benefits (e.g., free meals, check-cashing privileges, or memberships in executive clubs) only if:

(i) The Government cannot use the benefit;

(ii) To receive the immediate benefit, the traveler does not forfeit a future benefit the Government could use; and

(iii) The benefit cannot be redeemed for cash value. FTR 301-53.10

1-1.104 Scheduling Travel.

a. Travel During Duty Hours. DOL Agencies and Authorizing Officials will ensure that Temporary Duty (TDY) travel by employees will be performed during their normal duty hours. This policy is in effect with respect to TDY assignments, meetings, conferences, seminars, audits, training sessions, etc. Therefore, official travel will be scheduled within the regular administrative workweek to allow late Monday morning arrivals and early departures on the last day of TDY, unless:

(1) Factors beyond DOL control or beyond the control of a group of Federal agencies acting in concert or participating with one another in an activity of mutual concern and requiring the travel would preclude or cause unreasonable delays in the completion of the travel assignment if all travel were performed within the workweek. In the event such factors are involved in directing TDY travel, the Approving Official will, upon request by the affected employee,

provide the employee with a written explanation of the reasons for ordering the travel.

(2) Scheduling of travel by common carrier during normal duty hours causes an unreasonable delay in the commencement or completion of the TDY assignment (i.e., common carrier departs 30 minutes before normal duty hours and next scheduled departure is not until one or two hours after normal duty hours begin, or common carrier arrives at the official duty station 45 minutes after normal duty hours and taking a different flight would involve extending the length of the assignment).

(3) The employee selects, for acceptable personal reasons, a mode of travel which is more time-consuming than an available alternative. All or part of such travel will be scheduled outside the workweek as necessary for efficient completion of assignments.

Employees who find it necessary to report at a TDY location early on a Monday morning shall schedule their travel for a late but not inconvenient Sunday departure.

(4) If the employee chooses to depart on Friday in order to travel during his/her regular duty hours, per diem will be limited to that which would be payable for a Sunday departure. This policy is in agreement with 46 Comp. Gen. 427 and B-180084 and B-183174 (both dated August 1, 1977). Additionally, when an employee departs on a Friday as a matter of personal choice and without supervisory approval, the employee may be assessed annual leave due to his absence from regularly scheduled work (Comp. Gen. B-224231, July 8, 1987).

b. Travel Outside Duty Hours. Employees may schedule their travel outside the workweek provided the travel does not delay performance of assignments. Approving officials and voucher examiners shall review travel to ensure there is no additional cost to the Government caused by such scheduling.

c. Travel Affected by Personal Reasons. Reimbursement of travel expenses to employees who extend travel schedules for personal reasons will be limited to the cost had they traveled by the mode of transportation authorized over the usually traveled route.

d. Overtime Pay in Travel Status. Entitlement to reimbursement for travel expenses under the Federal Travel Regulations (FTR) and this Chapter does not automatically confer entitlement to pay for time spent traveling. Pay for hours of work, including time spent in travel status, is governed by (1) Title 5, United States Code, which covers all Federal employees, and (2) the Fair Labor Standards Act (FLSA), which covers Federal employees not exempted from its (FLSA) provisions. Time spent in travel status during regular duty hours is compensable under both laws. Additionally, both laws provide for overtime pay when work is performed while the employee is traveling. However, the definition of work performed while traveling outside regular duty hours is different under each law. The definition under Title 5, United States Code, (as interpreted by the Comptroller General) is the more stringent. Furthermore, the two laws use different criteria to define hours of work and to compute overtime hours and pay. Therefore, when a nonexempt employee (i.e., an employee covered by the FLSA) travels outside regular duty hours, his/her entitlement to overtime pay must be determined and computed under both laws. The nonexempt employee is entitled to compensation under the law which provides the greater benefit. Supervisors and managers should consult with their Servicing Personnel Offices concerning the application of the provisions of Title 5 or the FLSA, both generally or in specific situations.

1-1.105 Payment of Expenses Connected with Official Travel.

a. Policy. Employees who travel on Official Government business are required to use a Government contractor-issued travel charge card for all official travel expenses unless the traveler or class of travelers has been granted an exception, a class of expenses has been exempted, or a vendor does not accept the travel charge card. FTR 301-51.1 and FTR 301-70.700

Employees who require a travel advance before engaging in official travel are expected to use the ATM feature of the charge card program to obtain the advance whenever possible.

Employees may not use a Government contractor-issued travel charge card for purposes other than those associated with official travel. Improper use may result in disciplinary action. FTR 301-51.6, FTR 301-51.7, FTR 301-70.706, and FTR 301-70.707

b. Exceptions.

(1) Official and reimbursable expenses incurred at a vendor that does not accept the government contractor-issued travel charge card. FTR 301-51.1 and FTR 301-70.700

(2) Classes of exempted expenses include:

(i) Laundry/dry cleaning;

(ii) Parking;

(iii) Local Transportation;

(iv) Taxi;

(v) Tips;

(vi) Meals (when use of the card is impractical, e.g., group meals where individual checks are not provided or where the Government contractor-issued card is not accepted.);

(vii) Phone calls (when a Government calling card is available to the traveler.);and

(viii) Any other exemption properly granted. FTR 301-51.2, FTR 301-51.3, and FTR 301-70.704

(3) Exempted Employees are those who do not have a government contractor-issued travel charge card. Included are:

(i) Employees who have an application pending for the travel charge card;

(ii) Employees who are not expected to travel more than two times during a year. When travel frequency expectations for such employees increase to more than two times a year, a charge card must be issued as soon as practical;

(iii) Employees whose government contractor-issued travel charge card has been canceled by the contractor;

(iv) New appointees and individuals traveling on invitational travel orders; or

(v) Employees who have otherwise been exempted by the Administrator of General Services or the Assistant Secretary for Administration and Management for DOL. FTR 301-51.2, FTR 301-51.3, FTR 301-70.700, and FTR 301-70.704

c. Authority to Grant Exceptions. The following may grant an exception:

(1) The Administrator of the General Services Administration;

(2) The Assistant Secretary for Administration and Management for exemptions for classes of employees (e.g. undercover agents), classes of expenses (e.g. laundry/dry cleaning) and long-term exemptions for specific employees; or
FTR 301-51.3 and FTR 301-70.701

(3) Authorizing and Approving Officials for exceptions on a case-by-case basis or ratify an inadvertent non-use error except for procurement of common carrier transportation. (See 1-10.2.)

d. Reasons for an Exemption. Exemptions may be granted when it is in the best interest of the United States to do so, when payment through a travel card is impracticable or imposes unreasonable burdens or costs on an employee or when an exemption is determined to be necessary in the interest of DOL. FTR 301-70.701 Employee convenience, frequent flyer benefits, or dislike for credit cards are not good and sufficient reasons.

e. Exemption Process. To request a class exemption or a long-term exemption for an employee, a memorandum will be prepared by the employee or supervisor, approved and countersigned by the agency Administrative Officer (or Regional Agency Head), and forwarded to the Assistant Secretary for Administration and Management. Requests and approvals must be granted prior to the commencement of official travel.

f. Exemption Notification. The Assistant Secretary for Administration and Management must notify the Administrator of the

General Services Administration in writing within 30 days after granting an exemption and inform the Administrator of the reason(s) for granting the exemption. FTR 301-70.702

g. Charge Card Usage. Approving Officials, when checking receipts for common carrier transportation, lodging, and all other claimed expenditures of \$75.00 or more, will ensure that the Government contractor-issued charge card had been used to incur such travel expenses. Employees, while expected to use a Government contractor-issued charge card for all covered expenses, are not required to provide proof of card use for expenditures below \$75.00.

h. Exempted Use of the Charge Card. Exempted use of the charge card does not prevent the employee from using the charge card on a voluntary basis. FTR 301-51.4 and FTR 301-70-703

Subpart C--Pre-Employment Interview Travel**1-1.200 Applicability.**

a. Individuals Covered. This Subpart is applicable to interviewees as determined in 1-1.3c(3). FTR 301-75.1

b. Policy. Unless otherwise stated, the allowances established in this Subpart for interviewees are analogous to those available to Federal employees traveling on official Government business. However, an agency is not required to offer all allowances to each interviewee. (See 1-1.203a(2).)

1-1.201 Authorization of Travel.

a. Authorization for Payment. Agencies, upon the determination in each case by the responsible agency official (see DLS Memorandum 572-1), may pay allowable pre-employment interview travel expenses (as defined in 1-1.203 of this Chapter) for individuals determined eligible under paragraph "b" of this section and when it is determined that it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable. FTR 301-75.1b and FTR 301-72.2

b. Eligibility Determination. Based on guidelines issued by the Office of Personnel Management (OPM) at 5 CFR Part 572, the Department has established criteria (see DLS Memorandum 572-1) for determining which applicants will qualify for the payment of pre-employment interview travel expenses as follows:

(1) Prospective Employees.

(i) Excepted Positions. When the responsibility for determining the qualifications of applicants is vested in the Department, applicants may be paid necessary travel expenses incident to such determination. The exception to this is applicants who receive an excepted appointment under the Indian Preference Act for a position which would otherwise be in the competitive service; in this case, the rules under "ii" below apply to the position.

(ii) Competitive Positions. If OPM certifies that a competitive position is of such a high level or has such peculiar characteristics that the Department can more effectively determine through interviews certain factors of the selectee's suitability, or if the Department imposes additional administrative requirements for the position, the employing agency may reimburse prospective employees for travel expenses incurred in traveling to and from the place of the interview.

(iii) Senior Executive Service (SES) Candidates. Employing agencies may pay candidates for SES positions travel expenses incurred incident to pre-employment interviews, if the agency requested the interview.

(2) Current Department Employees. Department employees who are requested to travel for an interview for another position within the Department are considered to be on official duty and are therefore entitled to travel and transportation expenses. FTR 301-75.3a

1-1.202 Responsibilities for Pre-Employment Interview Travel.

a. Agency Responsibilities.

(1) General Rule. Agencies shall adhere to the general travel authorization policies and practices contained in Subpart B of this Part. FTR 301-71.108

(2) Limitations on Type of Authorization. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations shall not be used for pre-employment interview travel.

(3) Responsibility of Agencies to Inform Interviewees of Government Travel Policies and Assist with Transportation Arrangements.

(i) Agencies shall communicate the Government travel rules and procedures to interviewees. FTR 301-75.4e

(ii) Agencies should ensure the interviewee understands how travel reimbursements are calculated. FTR 301-75.4e

(iii) Agencies also should provide assistance to the interviewee in the preparation of travel vouchers. FTR 301-75.4d

(iv) When agencies authorize an interviewee to use common carrier transportation to perform pre-employment interview, they must provide the interviewee with one of the following:

(A) A common carrier ticket;

(B) A point of contact within the travel management center to arrange the common carrier transportation. In this instance, Agencies must notify the travel management center that the interviewee is authorized to receive a ticket for the trip;

(C) Written instructions explaining your procedures and the liability of the interviewee for controlling and accounting for passenger transportation documents, if common carrier transportation is required as described in 1-1.202b(4)

(D) A credit/refund address for any common carrier transportation provided for unused Government furnished tickets as provided in 41 CFR 101-41.210. FTR 301-75.3 and FTR 301-75.202

(v) Inform the interviewee that:

(A) The interviewee is responsible for excess cost and any additional expenses incurred for personal preference or convenience;

(B) The Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business;

(C) The interviewee may be subjected to criminal penalties if knowingly the interviewee presents a false, fictitious, or fraudulent travel claim 18 U.S.C. 287 and 1001. FTR 301-75.4

(D) Maintain Receipts (See 1-1.205b.)

(4) Limitations on the Ability of Agencies to Authorize Pre-employment Travel Expenses to Defray Unauthorized Relocation Expenses. Agencies shall not authorize pre-employment interview travel expense reimbursement for the purpose of helping defray relocation expenses that are not allowable for a new appointee under 2-1.10. For example, an agency may not pay pre-employment travel expenses under this Subpart so that an interviewee/new appointee may look for a house at his/her prospective first duty station.

(5) Fire Safety Responsibilities. Agencies should encourage an interviewee for his/her safety to stay in an approved accommodation while performing interview travel, and shall provide the interviewee with a list of approved accommodations in the interview area. FTR 301-75.4a

b. Interviewee Responsibilities.

(1) General Rule. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

(2) Use of Travel Agencies. Tickets should be provided by the interviewing agency. However, the interviewing agency may authorize the interviewee to obtain tickets directly from a travel management center under contract to the Government.

(3) Use of Contract Carriers. Interviewees may use the Government's city pair contracts with airlines and Amtrak and are bound by rules outlined in 1-2.2c and d(1)(ii)(A).

(4) Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets issued for use in performing pre-employment interview travel. Agencies shall provide written instructions to the interviewee at the time an authorization is issued explaining agency administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets are issued to the interviewee, the interviewee is liable for the value of the tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on the travel voucher. A statement to this effect shall be incorporated on the travel authorization, or

issued as a "Notice to Traveler" and attached to the ticket when issued to the interviewee. The interviewee and the interviewing agency shall be bound by the same rules that apply to employee travelers and agencies in 1-3.5. FTR 301-75.103d

(5) Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate agency billing office. To facilitate this refund procedure, agencies should provide interviewees with a "bill charges to" address by attaching a copy of the document containing this information to either the ticket or travel authorization as provided in 41 CFR 101-41.210-1. FTR 301-72.300c When an interviewee exchanges a ticket for one of greater value, the interviewee must be informed that the difference must be paid using personal funds. FTR 301-75.202 and FTR 301-75.4b

1-1.203 Allowable Reimbursements.

a. Allowable Expenses.

(1) An agency, as determined by the responsible agency official (see DLS Memorandum 572-1), may pay to or on behalf of an interviewee the same travel expenses to which a Government employee traveling on official business would be entitled, with the exception of those expenses listed in paragraph "b" of this section. Allowable expenses are subject to the limitations applicable to a Government employee traveling on official business. FTR 301-75.3c and FTR 301-75.101

(2) An agency may pay all or part of pre-employment travel expenses. However, an agency that elects to pay only subsistence or only common carrier transportation costs must pay the full amount to which a Government employee would be entitled for those expenses authorized. Paying less than the full reimbursement for common carrier tickets could make the interviewee ineligible for Government city-pair discounts. FTR 301-75.100

b. Unallowable Expenses. An agency shall not pay expenses for:

(1) Use of communication services as defined in Chapter 1, Part 6, for purposes other than communication directly related to travel arrangements for the Government interview.

(2) Hire of a room as defined in 1-9.1b. FTR 301-75.204

1-1.204 Sources of Funds.

a. Payment of Travel Expenses.

(1) Transportation Expenses by Common Carrier, Other Than Local Transportation. Interviewee transportation by common carrier, other than local transportation, shall be paid through a centrally billed account by the TMC as provided in 1-15.45. Common carrier transportation includes air, bus, and rail. FTR 301-75.200

(2) Other Authorized Expenses. All other authorized expenses shall be paid by the interviewee. The agency shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher. FTR 301-75.200

b. Unallowable Sources.

(1) Government Contractor-Issued Individual Employee Charge Cards. Individual employee charge cards (see 1-15.44) may not be used for pre-employment interview travel. However, centrally billed accounts (see 1-15.45) may be used to pay the interviewee's allowable transportation expenses. FTR 301-75.200 and FTR 301-75.201

(2) Travel Advances. An interviewee shall not be issued a travel advance. FTR 301-75.203

(3) Travelers Checks. Government contractor issued travelers checks (see 1-15.46) may not be used for pre-employment interview travel. FTR 301-75.204

1-1.205 Claims for Reimbursement.

a. Fraudulent Claims. A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a

traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). The traveler may be subject under 18 U.S.C. 287 and 1001 to a fine of not more than \$10,000, and/or imprisonment for not more than 5 years. (Also see 1-11.1) FTR 301-52.12

b. Maintenance of Receipts and Records. All interviewees authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the method of reimbursement, it would be prudent for interviewees to retain all receipts until reimbursement claims are settled. The agency should alert the interviewee to such requirements. FTR 301-52.13

c. Preparation and Submission of Travel Vouchers.

(1) In order to be reimbursed for authorized travel expenses, the interviewee must file a travel voucher. If the interviewee does not wish to receive reimbursement, a voucher need not be submitted. FTR 301-75.205 and FTR 301-52.1 Agencies should assist in the voucher preparation and submission process. Travel voucher forms may be typed or handwritten in ink. Only the original travel voucher must be signed by the interviewee. FTR 301-71.207

(2) In submitting travel vouchers, interviewees are to follow the same administrative procedures as those provided in 1-11.4. FTR 301-52.2

d. Review of Travel Vouchers of Interviewees. Agencies shall review the travel vouchers of interviewees in the same manner as they review the travel vouchers of Government employees on official business travel as provided in Chapter 1, Part 11. FTR 301.71.200

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 2. T R A N S P O R T A T I O N A L L O W A B L E

1-2.1 Expenses Payable as Transportation.

Transportation expenses which the Government may pay either directly or through reimbursement include expenses set-forth in Parts 1-2 through 1-6. FTR 301-10.1 and FTR 301-10.2

1-2.2 Methods of Transportation.

a. Authorized Methods. Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, local transit system, (i.e., common carrier transportation) and taxicabs; POV, Government-furnished and contract rental automobile and airplanes; courtesy transportation; and any other necessary means of conveyance. FTR 301-10.3 and FTR 301-10.100

b. Selecting Method of Transportation to Be Used. Authorized and reimbursed official business travel shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered, such as, travel by the most expeditious means. In selecting a particular method of transportation to be used, consideration shall be given by the Authorizing Official, to the urgency of the particular travel, the accessibility and availability of public transportation, energy conservation, and the total cost to the Government, including costs of per diem, overtime, lost worktime, and actual transportation costs (i.e., round-trip costs for use of taxicab versus mileage and parking costs for the use of a POV and any other circumstances the Approving Official deems relevant. FTR 301-70.102a Additional factors to be considered are the total distance of travel, the number of points visited, and the number of travelers. As stated in 5 U.S.C. 5733, "travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel." and FTR 301-10.4, FTR 301-10.100, FTR 301-70.100, and FTR 301-70.101a and FTR 301-72.1 Privately-owned conveyances may be used for official travel when management concludes their use is advantageous to the Government. Government-owned/leased vehicles are to be used only when

it can be determined that common carrier transportation is not advantageous to the Government and that an automobile is required. FTR 301-70.102d Items to be considered in determining whether an automobile is required are:

(1) The TDY location is not convenient to public transportation;

(2) Travel by public transportation would involve significantly more time than travel by automobile; or

(3) An automobile is necessary to transport bulky Government documents, materials, or supplies. FTR 301-10.5b

c. Traveler's Cost Liability When Selected Method Is Not Used. Travelers shall use the method of transportation administratively authorized or approved on the authorization as most advantageous to the Government (See 1-2.2b.) Any additional cost resulting from use of a method of transportation other than that specifically authorized, approved, or required by regulation, e.g., contract air service (See paragraph d(1)(ii)(A) of this section), shall be the traveler's responsibility.

d. Cost Comparison Considerations when Selected Method Is Not Used. When a traveler uses a mode of transportation other than the mode authorized, (usually POV in lieu of common carrier) the employee must show a comparison of actual costs and the authorized mode's costs on the travel voucher. The voucher will show the cost of local transportation (taxis, limousines, buses, etc.) to and from the TDY destination had the trip been made as authorized. If actual transportation costs are lower than the costs computed on a comparative basis, the traveler normally will be fully reimbursed. If actual transportation costs are higher than comparative costs, reimbursement will be limited to the latter amount.

When a traveler elects to travel by POV or other mode of transportation for personal reasons, leave will be charged for time in excess of that which would have been required for travel by common carrier, (e.g. air).

When deviations are made from the authorized travel itinerary for personal reasons in the conduct of official business within or outside

a designated post of duty or place of employment, payment of mileage and other expenses of such assignments are limited to the constructive cost of common carrier transportation and related per diem determined as follows:

(1) The mileage payment and other expenses are not-to-exceed the constructive cost of airplane coach accommodations (or "tourist" or "economy" accommodations if a carrier uses one of these terms instead of "coach" accommodations) when such service is provided by a carrier. When coach accommodations are not provided, the comparison is made with standard class accommodations, if provided; otherwise, with first-class accommodations. A class of service is considered to be "provided" by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the travel. The contract city-pair rates shall be used in determining the cost of transportation.

(2) When the above accommodations are provided by an air carrier, the mileage payment and other expenses are limited to the constructive cost of the lowest of coach accommodations or first-class rail transportation. The constructive cost comparison also may be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel authorization or other administrative directive so provides.

(3) When neither air nor rail accommodations are provided, the mileage payment is limited to the constructive cost basis of bus transportation.

(4) In determining the constructive common carrier cost, the usual transportation costs to and from the common carrier terminals also are to be included. In addition, the cost of excess baggage is to be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies the weight of the baggage or presents other acceptable evidence of its weight. FTR 301-70.102d

(5) The constructive per diem is limited to the amount otherwise allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

(6) In making constructive cost comparisons of transportation and per diem, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours are disregarded unless they are the only ones available. For the purpose of making cost comparisons, "unreasonable hours" mean those that would unduly inconvenience the traveler, adversely affect his or her safety, or result in unduly increasing the constructive per diem. FTR 301-10.6

For further information on this subject, see the pamphlet, "Guide to Alternative Travel for Department of Labor Employees."

e. Presumptions as to Most Advantageous Method of Transportation.

(1) Common Carrier.

(i) General. Travel by common carrier (air, rail, or bus) generally results in the most efficient use of energy resources and in the least costly and most expeditious performance of travel. Therefore, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling. FTR 301-10.5, FTR 301-10.6, FTR 301-72.1 and FTR 301-72.2, and FTR 301-70.101b

(ii) Selecting the Most Advantageous Method of Common Carrier Transportation.

(A) Contract Air Service. The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is

mandatory for authorized air travel between those city-pairs. (See 1-3.4b(1)(ii) and Part 15, Subpart B for policy and specific guidelines and exceptions.)

(B) Noncontract Air Service. The use of noncontract air service may be authorized or approved only when justified under the conditions provided in Chapter 1, Part 15, Subpart B. Advance authorization and the justification for the use of noncontract air service shall be documented on a form DL 1-2024, Request and Authorization for Exception from Standard Contract Terms for City-Pair Service or an equivalent form/memorandum before the actual travel begins, unless extenuating circumstances or emergency situations make advance authorization impossible. In those events, the employee shall obtain written approval from the Authorizing Official at the earliest possible time after completing the travel. The approval and justification therefore shall be stated on the travel voucher.

(C) Rail or Bus Service. Rail or bus service may be used when determined by the agency to be advantageous to the Government, cost, energy, and other factors considered, and when compatible with the requirements of the official travel. The use of contract or other discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is considered advantageous. Whenever these discount fares are offered and the accompanying service will fulfill mission requirements, they should be used to the maximum extent possible. See Part 15, Subpart B for policy and specific guidelines for use of contract rail service. See also 1-3.3b and 1-3.4b for authorized service and accommodations and reduced fares.

(2) Government-Contract Rental or Government-Furnished Automobiles. When it is determined that an automobile is required for official travel, a Government-contract or a Government-furnished automobile shall be used as follows:

(i) A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on temporary duty travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus, and would customarily rent a Government-furnished vehicle for local transportation in the destination area. An employee may also use a

Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is impractical. If a Government-contract rental automobile is not available, the employee may obtain an automobile from a non-contract rental agency. In these situations the employee will attach an explanation acceptable to the Approving Official for the use of a non-contract rental agency, otherwise the reimbursement will be limited to the cost had a Government-contract rental agency been used. Government-furnished automobiles will continue to be available for use in isolated areas where commercial rental contractors are not available. FTR 301-70.102c(1)

(ii) A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. FTR 301-70.102c(1) If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

(iii) If cost considerations are used in determining whether a Government-contract rental or Government-furnished automobile should be authorized under this policy, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile. FTR 301-10.200a

(iv) When it is determined that the use of Government-contract rental or Government-furnished vehicle is advantageous to the Government and the agency acts to obtain such a vehicle on a long-term basis, the employee will be asked to commit to use such a vehicle for official travel by completing and signing a DL 1-289, Request for Approval of GSA Vehicle Option or Exemption, or an equivalent form/memorandum in accordance with DLMS-2, Chapter 1500. (See 1-4.4) FTR 301-70.102c(1)

(3) Privately-Owned Conveyance. The use of a privately owned-conveyance shall be authorized only when its use is advantageous to the Government, except as provided in paragraph "e" of this section. A determination that the use would be advantageous shall be preceded by a determination that transportation by common carrier, a Government-contract rental automobile, or Government-furnished transportation is not available or would not be advantageous to the Government. To the maximum extent possible, these determinations and

the authorization to use a privately owned-conveyance shall be made before the performance of travel. FTR 301-10.300

(4) Special Conveyance. Commercially rented vehicles, other than those under contract, and other special conveyances shall be used only when it is determined that use of other methods of transportation discussed in this paragraph would not be more advantageous to the Government. FTR 301-70.102f In the selection of commercially rented vehicles, first consideration shall be given to Government-contract rental vehicles available under an appropriate GSA Federal Supply Schedule contract. If the traveler is authorized to use a special conveyance and uses a POV instead, the traveler will be reimbursed the mileage cost for the use of a POV, and additional expenses such as parking fees, bridge, road, and tunnel fees, not-to-exceed the constructive cost of the special conveyance. FTR 301-10.402

f. Permissive Use of a Privately-Owned Conveyance. When an employee uses a privately owned-conveyance as a matter of personal preference and such use is compatible with the performance of official business, although not determined to be advantageous to the Government under paragraph d(3) of this section, such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of Chapter 1, Part 4.

g. Travel by Ocean Vessel. Except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this method of transportation, and lost worktime. Authority to travel by ocean vessel must be obtained from the Authorizing Official prior to commencing travel. FTR 301-70.102b(4) The requirements of 1-3.6a for use of United States flag ships shall be observed. (See 1-3.3c for authorized vessel accommodations.) FTR 301-70.102c(1)

h. Travel by Government Aircraft. DOL does not own Government Aircraft and operation of same is not authorized. DOL employees may fly on Government Aircraft when such travel supports the DOL Mission. Lesser cost alternatives must be considerations. FTR 301-10.200b, FTR 301-10.260, FTR 301-10.261, and FTR 301-10.262

1-2.3 Local Transportation.

a. To, From, and Between Places of Work. Transportation by bus, streetcar, subway, or other public transit conveyance between places of business at an official station or a temporary duty station is allowed as a transportation expense. (For transportation by taxicab between such places, see 1-3.1. An employee may be authorized to use a POV to report to various work location(s) and to be reimbursed for the use of the POV. the following paragraphs address locations and reimbursement when a POV is authorized.

(1) Employees may not be reimbursed for the cost of reporting directly to their regular place of work in the morning or when leaving for the day directly from their regular place of work. The policy does not provide for an exception when an employee needs to drive to work in order to stay past the time that a carpool leaves. It does provide for reimbursement for parking when the employee, having driven to the regular place of work, needs a car to do government business during the day at an alternative work location(s). (See 1-4.1d(2)).

(2) Once an employee has commuted to the official duty station and uses a POV to travel to an alternative work location(s), the employee may be reimbursed the full cost of mileage for the trip to the alternative work locations(s) and return to the official duty station. FTR 301-10.190a, FTR 301-10.420a(1), FTR 301-10.420a(2), and FTR 301-70.102h

(3) When an employee does not report to the official duty station and all work locations are outside the 15 mile radius of the employee's regular place of work, the employee will be reimbursed based on home to home (commuting residence) mileage costs.

(4) When the employee does not report to the official duty station and all work locations are inside the 15 mile radius of the employee's regular place of work, the employee may be reimbursed commuting costs from home to the work location(s) and back home (including parking) less the employee's normal commuting costs.

(5) Where the location of the first worksite is other than the employee's official duty station (i.e., alternative work location, garage, TDY site, or parking lot where GOV's are kept,

etc.,) and the employee also works at the official duty station sometime during the day, the employee's claim for reimbursement must be reduced by the employee's normal commuting costs, that is, the employee may be reimbursed commuting costs from home to the **alternative** work location and to the official duty station and back home (including parking) less the employee's normal commuting costs.

(6) Where the location of the last worksite is other than the employee's official duty station, and the employee also worked at the official duty station sometime during the day, any claim for reimbursement must be reduced by the employee's normal commuting costs, that is, the employee may be reimbursed commuting costs from home to the official duty station and to the alternative worksite and back to home (including parking) less the employee's normal commuting costs.

(7) When the employee does not report to the official duty station, all work locations are inside the 15 mile radius of the employee's regular place of work, and the employee leaves for overnight TDY travel, the employee may be reimbursed commuting costs from home to the work (including parking) less the employee's normal one way commuting costs. FTR 301-70.102h

(8) Upon return from overnight TDY travel, the employee reports to the official duty station or alternative work location(s) and all alternative work locations are inside the 15 mile radius of the employee's regular place of work, the employee may be reimbursed commuting costs from the alternative work location(s) (including parking) and back to home less the employee's normal one way commuting costs. FTR 301-70.102h

b. To Places Where Meals are Obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained, the meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel shall accompany the travel voucher. FTR 301-10.190b and FTR 301-10.420a(3)

c. To and From Carrier Terminals.

(1) Reimbursement shall be allowed for the usual taxicab and airport limousine fares, plus tip, between a common carrier or

other terminal and either the employee's home or place of business at the official duty station or place of business or lodging at a temporary duty point, or between the airport and airport limousine terminal. However, available courtesy transportation service furnished by hotels/motels should be used by employees to the maximum extent possible as a first source of transportation between place of lodging at the temporary duty point and common carrier terminal. Reimbursement shall be allowed for tips when courtesy transportation is used.

FTR 301-10.420 a(1), FTR 301-10.420a(3), and FTR 301-70.102d

(2) Reimbursement for the use of taxicabs under paragraph c(1) above is limited to \$50 plus tip unless a greater fare is authorized or approved on the voucher as advantageous to the Government. Taxicabs should not be used when:

(i) Suitable Government or common carrier transportation service, including airport limousine service, is available for all or part of the distance involved; or

(ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the temporary duty terminal, site, and the common carrier terminal. FTR 301-10.420b(3)

d. Between Residence and Office on Day Travel is Performed. When it is not practicable for employees to use their normal method of commuting or a less expensive means of transportation, reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to the office on the day of departure from the office on an official trip requiring at least one night's lodging, and from the office to home on the day of return to the office from the trip subject to the same conditions and limitations on the use of taxicabs to and from carrier terminals in paragraph "c" above. Use of a taxicab to and from the office should be authorized in advance of the employee's departure for the TDY assignment. The authorization to use a taxicab may be oral and is separate from the authorization necessary to exceed the \$50 plus tip limitation on taxicab fares. Thus, the employee must obtain a separate authorization to exceed the \$50 plus tip limitation. This authorization may also be oral. Approval of the voucher will represent authorization to the Servicing Finance Office. FTR 301-10.420b(2) and(3), FTR 301-10.420c, FTR 301-10.421 and

FTR 301-70.102h

e. Between Residence and Office in Cases of Necessity.

Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated of duty station when the employee is dependent on public transportation - for such travel incident to officially ordered work outside regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. FTR 301-10.420d Employees who are dependent on means of transportation other than public (e.g., carpool, vanpool, etc.) may also be reimbursed for taxicab fares when officially ordered to work overtime and thus, are unable to commute by their regular means of transportation and public transportation is unavailable. When employees are reimbursed for taxicab fares under this provision, public transportation must be unavailable, not merely inconvenient, or use of public transportation would pose a threat to the employee's safety.

1-2.4 Emergency Travel Due to Illness or Injury or a Personal Emergency Situation. Provisions governing reimbursement for allowable transportation in connection with emergency travel due to illness or injury or a personal emergency situation are set-forth in Chapter 1, Part 12.

1-2.5 Routing of Travel.

a. Official Necessity. All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity is satisfactorily established. FTR 301-10.7

b. Indirect Route or Interrupted Travel. When a person for his/her own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him/her. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. An employee may not use contract airline/rail passenger service provided under contract with GSA (see Part 15, Subpart B) for that portion of travel by an indirect route which is for personal convenience. Additionally, an employee may not use government contractor-issued charge card (see Part 15, Subpart C) for procurement of commercial carrier transportation services for that portion of travel by an indirect

route which is for personal convenience. An employee may, however, use contract airline/rail passenger service, as well as a contractor-issued charge card, for portions of travel that are authorized to be performed at Government expense. (See 1-11.5a(3) regarding reimbursement claims for travel that involves an indirect route.) FTR 301-10.8, FTR 301-51.5, FTR 301-70.102g and FTR 301-70.705

1-2.6 Use of Government-Furnished Vehicles.

a. Use Limited to Official Purposes. When a Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 1344 as implemented in 41 CFR 101-38.3) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business. FTR 301-10.201 Government Owned Vehicles(GOV) may not be used for voluntary returns to the employee's official duty station or commuting residence on non workdays. FTR 301-10.201d

b. Government Driver's Identification Card. To operate a Government automobile for official travel, the traveler must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a Government-furnished automobile. FTR 301-10.220

c. Vehicle Not Available. If a Government-furnished vehicle is not available when required as a first resource, a Government - contract rental or other commercially rented vehicle may be used provided such use is consistent with 1-2.2c and the regulations and authorizations of the employee's agency.

d. Unauthorized use of a Government vehicle. The traveler is responsible for any additional cost resulting from unauthorized use of a Government vehicle and may be subject to administrative and/or criminal liability for misuse of Government property. FTR 301-10.202 and FTR 301-70.102c(3)

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 3. C O M M E R C I A L T R A N S P O R T A T I O N

1-3.1 Taxicabs.

a. Approval Requirement. For local travel authorized under 1-2.3a and b, the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in 1-2.3c,d, and e.

b. Tips. In addition to reimbursement of taxi fare, shuttle service, or courtesy transportation, the employee will be allowed reimbursement of tips in the amount of 15 percent of the reimbursable fare. If the 15 percent is not a multiple of 5, the reimbursable tip may be increased to the next multiple of 5. FTR 301-10.421

1-3.2 Rental Automobiles and Special Conveyances.

a. Approval Requirement. The hire of boat, automobile, taxicab (other than for use under 1-2.3c, d, or e), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his/her designated post of duty. A rental car must be specifically authorized. A helicopter may be used for air travel only if the use is authorized as advantageous to the Government and is clearly explained in the travel voucher. When a helicopter is not authorized as advantageous to the Government, reimbursement will be limited to the constructive cost had the authorized method of transportation been used. FTR 301-10.450

b. Incidental Charges. If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil; rent of garage, hangar, or boathouse; subsistence of operator; ferriage or tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation or by the operator, and should be itemized in the bill. (See 1-11.3c(5) and 1-11.5c(2).)
FTR 301-10-401

c. Damage Waiver or Insurance Costs. The Government is a self-insurer. Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel. FTR 301-10.451a(1)

(1) Commercial vehicle rental contracts customarily include full insurance coverage for property damage or injury or death to third parties resulting from the renter's use of the vehicle. Damage to the rented vehicle (collision damage), however, is often covered only above a deductible amount specified in the rental contract, the renter being responsible for the cost of damage below that amount. In such instances, additional insurance (collision damage waiver or collision damage insurance) to relieve the renter from liability for damage to the vehicle up to a deductible amount is available in the rental contract for an extra fee.

(2) Agencies may not pay or reimburse the employee for the cost of collision damage waiver, theft, personal accident insurance, or collision damage insurance when official travel in the rental vehicle is performed wholly within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands, or a United States territory or possession. However, agencies are authorized to pay for damage to the rented vehicle up to the deductible amount contained in the rental contract if the damage occurs while the vehicle is being used for official business. FTR 301-10.451a and FTR 301-10.452

(3) Agencies may pay or reimburse the employee for the cost of collision damage waiver or collision damage insurance when the vehicle is rented or leased for official travel in foreign areas (areas other than those listed in paragraph c.(1) of this section) and rental or leasing agency requirements, foreign statute, or legal procedures which could cause extreme difficulty to Government employees involved in an accident make such insurance necessary. FTR 301-10.451b

(4) The cost of personal accident insurance is a personal expense and is not reimbursable. In some cases, the rental of the vehicle for official Government business allows for personal use at no cost to the Government. In such cases, the traveler may need to purchase personal accident insurance to cover personal use of the vehicle. (See "f" below)

d. Hire From Another Employee or Member of an Employee's Family. Charges for the hire of a conveyance of another Government employee, a member of the traveler's family, or a member of the family of another Government employee shall not be allowed in the absence of a satisfactory showing that the conveyance was not procured because of such personal or official relationship and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts, including but not limited to the name of the renter, the relationship of the renter to the employee, and the reasons the employee rented a conveyance from this particular individual, shall be reported in the account. (See 1-11.5d.)

e. Persons Traveling Together. When two or more persons travel together by means of a rented vehicle or special conveyance, that fact, together with the name of each traveler and the name of his/her employing agency, must be stated by each traveler on his/her travel voucher. (See 1-4.5)

f. Rental Car - Personal Use. The Department may only reimburse employees for the rental of automobiles used for official business when the use has been properly authorized. The use of a commercially rented vehicle for any other purpose is considered personal use and employees must bear the cost. FTR 301-10.453

(1) Long-Term Rental. Employees who rent vehicles on a long-term basis because the cost to the Government is less than renting the vehicle on a daily basis and returning it to the rental agency on non workdays will not be charged any of the basic rental fee for personal use of the vehicle. However, employees must pay for all gasoline used for personal purposes as well as any mileage charge resulting from personal use.

(2) Leave - Personal Use. Employees, who take leave, arrive early, or delay their departure for personal reasons and use a commercially rented vehicle on those days for personal use, must pay a proportionate share of the weekly or monthly basic rental charge for those days in addition to gasoline used and any mileage applicable to the personal use.

(3) Weekend - Personal Use. If a rental car is procured for the purpose of conducting Government business but because of the rental rate structure the rental car is available for personal use

over a weekend at no additional cost to the Government, the employee may take advantage of the use of the car for personal purposes. All additional costs associated with use of the car for personal purposes is the responsibility of the employee.

(4) Voucher - Personal Use. When preparing the travel voucher, employees shall supply the total amount paid for gasoline during the rental period, requesting reimbursement only for the amount applicable to official use of the vehicle. Employees will only be reimbursed that portion of any mileage charge which is applicable to official use of the vehicle.

(i) Tax Liability - Personal Use. While the employees who rent a vehicle on a weekly or monthly basis because the cost to the Government is less than it would be to rent the vehicle on a daily basis, and uses the vehicle for personal use on non workdays, will not be charged any of the basic rental fee. The personal use may be considered a non cash fringe benefit under Public Laws 98-369 and 99-44. If the personal use is determined to be a non cash fringe benefit, the value of the benefit may be reported to the Internal Revenue Service as income to the employee. Therefore, employees shall identify on the travel voucher miles driven for official business and miles driven for personal business.

(ii) Free Mileage. Any free mileage allowance must first be applied to official use of the vehicle, and if any part of the allowance remains, it may be applied to the employee's personal use.

(5) Liability Insurance- Personal Use. In addition, while personal liability insurance is not needed when the vehicle is used for Government business, the employee is not covered by the Government's self insurance provisions when the rental vehicle is used for personal purposes.

1-3.3 Travel Policy and Class of Service Authorized.

a. General Policy. It is the general policy of the Government that less-than-premium-class accommodations shall be used for all modes of passenger transportation. The rules in paragraphs "b" through "d" of this section govern the use of common carrier

accommodations and apply to both domestic and international travel of employees while on official Government business. The limitations apply to all officials and employees who travel on official business, including consultants, employees on detail to DOL, and advisory committee members. Employees who find it necessary to use premium air accommodations, shall submit a written request to their Agency Head in advance of the travel. If the Agency Head concurs with the request, approval is indicated by signing a travel authorization or providing a copy of the approval notification which is made a part of the authorization. FTR 301-70.102b(1) In extenuating circumstances or emergency situations where advance authorization was impossible, the employee may request and receive approval upon completion of the trip. In these instances, the employee shall make a written request of the Agency Head at the earliest possible time.

b. Train Accommodations.

(1) Policy. It is the policy of the Government that employees who travel by train shall use coach-class accommodations. When adequate reserved coach accommodations are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. For overnight train travel, employees shall use slumber coach sleeping accommodations except as provided in paragraph b(2) of this section. First-class train accommodations may be used only as permitted in paragraph b(3) of this section. FTR 301-10.106

(2) Definitions. The following definitions apply throughout paragraph "b" of this section:

(i) Coach-Class Train Accommodations. The term "coach-class train accommodations" means the basic class of train accommodations offered by rail carriers to passengers which includes a level of service that is available to all passengers regardless of the fare paid. The term "coach-class train accommodations" includes reserved coach accommodations, as well as slumber coach accommodations, when overnight travel is involved. FTR 301-10.160a

(ii) Slumber Coach Accommodations. The term "slumber coach accommodations" includes slumber coach accommodations on trains offering such accommodations, or the lowest level of

sleeping accommodations available on a train that does not offer slumber coach accommodations. FTR 301-10.160b

(iii) First-Class Train Accommodations. The term "first-class train accommodations" includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations. (See paragraph b(5) of this section for the rules governing extra-fare trains.) First-class train accommodations may be authorized in accordance with paragraph b(3) of this section only when justified by circumstances listed in paragraph b(4) of this section. FTR 301-10.160c

(iv) Extra-Fare Train. The term "extra-fare train" means a train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops). The term "extra-fare train" does not mean first-class train accommodations, even though an extra-fare train may offer first-class accommodations. (See paragraph b(5) of this section for rules governing the use of extra-fare train service.) FTR 301-10.163

(3) Authorization or Approval of the Use of First-Class Train Accommodations

(i) Authorization or Approval. Agency Heads may authorize or approve the use of first-class train accommodations under criteria specified in paragraph b(4) of this section. This authority to authorize first-class train accommodations may not be further delegated to ensure adequate consideration and review of circumstances requiring the need for first-class train accommodations.

(ii) Requirements. Authorization for the use of first-class train accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the Agency Head at the earliest possible time.

(4) Use of First-Class Train Accommodations. Circumstances justifying the use of first-class train accommodations are limited to those listed in paragraphs b(4)(i) through (iii) of this section.

(i) No Reasonably Available Coach-Class Train Accommodations. When travel by train has been authorized as advantageous to the Government, the use of first-class train accommodations may be authorized or approved only when no coach-class train accommodations are reasonably available. For purposes of this paragraph b(4)(i) of this section, "reasonably available" means coach-class train accommodations that are available and that are scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach sleeping accommodations. "Reasonably available" does not include any accommodation with a scheduled arrival time that is later than the employee's required reporting time at the duty site, or with a scheduled departure time that is earlier than the time the employee is scheduled to complete duty.

(ii) Travel by an Employee with a Disability. The use of first-class train accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition is substantiated in writing by competent medical authority. The use of first-class train accommodations also may be authorized for an attendant, who is authorized under 1-9.2c(1) to accompany the employee, when the employee is authorized use of first-class accommodations and requires the attendant's services en route.

(iii) Security Reasons. The use of first-class train accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:

(A) Travel by an employee whose use of coach-class train accommodations would endanger the employee's life or Government property;

(B) Travel by agents who are in charge of protective details and who are accompanying individuals authorized to use first-class train accommodations; and

(C) Travel by couriers and control officers who are accompanying controlled pouches or packages.

(iv) Inadequate Foreign Coach-Class Train Accommodations. The use of first-class train accommodations may be authorized or approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

(5) Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized or approved whenever such use is administratively determined to be more advantageous to the Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations is considered to be advantageous to the Government. Metroliner Club Service is deemed first-class accommodations. First-class accommodations on extra-fare trains may be authorized only as provided in paragraph b(3) of this section.

c. Ship Accommodations. FTR 301-10.162

(1) Policy. It is the policy of the Government that employees who travel by steamer shall use the lowest-class steamer accommodations. Authority to authorize all travel by ship shall remain at the highest level practical in accordance with 1-2.2g and 1-3.3a.

(2) It is not expected that other than in rare circumstances would a DOL traveler be authorized to travel by steamer/ship. The remainder of this section is deleted and the traveler is referred to the FTR for applicable regulations. FTR 301-70.103, FTR 301-10.180, FTR 301-10.181, FTR 301-10.182, FTR 301-10.183, FTR 301-70.102b(4), FTR 301-70.102b(5), FTR 301-71.105

d. Airline Accommodations

(1) Policy. It is the policy of the Government that employees who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. First-class airline accommodations may be used only as permitted in paragraph (d)(4) of this section. Premium-class other than first-class airline accommodations may be used only as permitted in paragraph (d)(5) of this section. FTR 301-10.106, FTR 301-10.122, and FTR 301-70.102b(1)

(2) Definitions. The following definitions apply throughout paragraph "d" of this section.

(i) Coach-Class Airline Accommodations. The term "coach-class airline accommodations" means the basic class of accommodations offered by an air carrier to passengers which includes a level of service that is available to all passengers regardless of the fare paid. The term "coach-class airline accommodations" includes tourist-class accommodations and economy-class accommodations. The term "Single class" applies when an airline offers only one class of accommodation to all travelers. FTR 301-10.121a and 301-10.121e

(ii) Premium-Class Airline Accommodations. The term "premium-class airline accommodations" means any class of accommodations above coach-class airline accommodations, e.g., first-class or business-class. FTR 301-10.121b

(iii) First-Class Airline Accommodations. The term "first-class airline accommodations" means the highest class of accommodations on a multiple-class commercial air carrier. When an airline flight only has two classes of accommodations, the higher class, regardless of the term used for that class, is considered to be first class. FTR 301-10.121c

(iv) Premium-Class other than First-Class Airline Accommodations. The term "premium-class other than first-class airline accommodations" means any class of accommodations between coach-class and first-class airline accommodations, e.g., business-class. FTR 301-10.121d

(3) Authorization or Approval of the Use of Premium-Class Airline Accommodations

(i) Authorization or Approval. Agency Heads may authorize or approve the use of premium-class airline accommodations if the criteria in paragraph d(4) of this section are met for first-class airline accommodations or the criteria in paragraph d(5) of this section are met for premium-class other than first-class airline accommodations. This authority to authorize premium-class airline accommodations may not be further delegated to ensure adequate consideration and review of circumstances requiring the need for

first-class airline accommodations. FTR 301-2.105, FTR 301-10.102, and FTR 301-70.102b(1)

(ii) Requirements. Authorization for the use of premium-class airline accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the Agency Heads at the earliest possible time. FTR 301-70.102b(1) and FTR 301-71.105

(4) Use of First-Class Airline Accommodations. Circumstances justifying the use of first-class airline accommodations are limited to those listed in paragraphs d(4)(i) through (iii) of this section. FTR 301-10.102

(i) No Other Reasonably Available Accommodations. The use of first-class airline accommodations may be authorized or approved when neither coach-class airline accommodations nor premium-class other than first-class airline accommodations are reasonably available. For purposes of this paragraph d(4)(i), "reasonably available" means a class of accommodations, other than first-class airline accommodations, that is available on an airline and that is scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time that is later than the employee's required reporting time at the duty site, or with a scheduled departure time that is earlier than the time the employee is scheduled to complete duty. FTR 301-10.102a

(ii) Travel by an Employee with a Disability. The use of first-class airline accommodations may be authorized or approved when it is necessary to accommodate an employee's disability or other physical impairment, and the employee's condition is substantiated in writing by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant, who is authorized under 1-9.2c(1) to accompany the employee, when the employee is authorized use of first-class accommodations and requires the attendant's services en route. FTR 301-10.102b

(iii) Security Reasons. The use of first-class airline accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:

(A) Travel by an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;

(B) Travel by agents who are in charge of protective details and who are accompanying individuals authorized to use first-class accommodations; and

(C) Travel by couriers and control officers who are accompanying controlled pouches or packages. FTR 301-10.102c

(iv) Agency Mission. The use of first-class airline accommodations may be authorized or approved when the head of the agency determines that it is required to fulfill the mission of the agency. FTR 301-10.102c and FTR 301-70.102b(1)

(5) Use of Premium-Class Other Than First-Class Accommodations. Circumstances justifying the use of premium-class other than first-class airline accommodations are limited to those listed in paragraphs d(5)(i) through (ix) of this section.

(i) Coach-class Accommodations not Available. The use of premium-class other than first-class airline accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the employee certifies this circumstance on the travel voucher. FTR 301-10.124a

(ii) No Space Available in Coach-Class Accommodations. The use of premium-class other than first-class airline accommodations may be authorized or approved when space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed. FTR 301-10.124b

(iii) Travel by an Employee with a Disability. The use of premium-class other than first-class airline accommodations may be authorized or approved when necessary to accommodate an employee's

disability or other physical impairment, and the employee's condition is substantiated in writing by competent medical authority. FTR 301-70.102b(1) The use of premium-class other than first-class airline accommodations also may be authorized for an attendant, who is authorized under 1-9.2c(1) of this Chapter to accompany the employee, when the employee is authorized use of premium-class other than first-class airline accommodations and requires the attendant's services en route. FTR 301-10.124c and FTR 301-70.102b(1)

(iv) Security Purposes or Exceptional Circumstances. The use of premium-class other than first-class airline accommodations may be authorized or approved when such accommodations are required for security purposes or because exceptional circumstances, as determined by the Agency Heads, make their use essential to the successful performance of the agency's mission. FTR 301-10.124d and FTR 301-70.102b(1)

(v) Inadequate Foreign Carrier Coach-Class Accommodations. The use of premium-class other than first-class airline accommodations may be authorized or approved when coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards. FTR 301-10.124e and FTR 301-70.102b(1)

(vi) Overall Cost Savings. The use of premium-class other than first-class airline accommodations may be authorized or approved when such accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class accommodations. FTR 301-10.124 and FTR 301-70.102b(1)

(vii) Use of Frequent Traveler Benefits. The use of premium-class other than first-class airline accommodations may be authorized or approved when obtained as an accommodations upgrade through the redemption of frequent traveler benefits. Employees may use frequent flyer benefits to upgrade a seat assignment (other than first-class) unless the DOL agency chooses to use frequent flyer benefits to purchase new tickets. In such cases, the agency is responsible for issuing guidance to its employees. FTR 301-10.124g and FTR 301-70.102b(1)

(viii) Acceptance of Payment From a Non-Federal Source. The use of premium-class other than first-class airline accommodations may be authorized or approved when the employee's transportation is paid in full through agency acceptance of payment from a non-Federal source in accordance with DLMS 7, Chapter 4. FTR 301-10.124h and FTR 301-70.102b(1)

(ix) Travel in Excess of 14 Hours. The use of premium-class other than first-class airline accommodations may be authorized or approved when travel is direct between authorized origin and destination points which are separated by several time zones, and either the origin or destination point is outside the continental United States (CONUS), and the scheduled flight time (including stopovers) is in excess of 14 hours. When this authority is exercised, an employee shall not be eligible for a rest stop en route or a rest period upon arrival at the duty site, under 1-7.11 of this Chapter. FTR 301-10.124i, FTR 301-70.102b(1), and FTR 301-70.200a

e. Agency Reporting Requirements for First-Class Travel. Each agency, shall submit to GSA, no later than 60 days after the end of each fiscal year, a report of all first-class travel authorized by the agency during the fiscal year. This report has been assigned Interagency Report Control No. 0411-GSA-AN. The rules in paragraph e(1) through (4) of this section govern data collection, submission requirements, reporting procedures, and exceptions. (OCFO coordinates the preparation of this report for all of DOL) FTR 300-70.100, FTR 300-70.101, FTR 300-70.102, FTR 300-70.103, and FTR 301-70.102b(1)

(1) Data Collection. Each agency shall collect the following data for each instance an employee uses first-class accommodations that are authorized under paragraph "b", "c", or "d" of this section:

(i) Mode of travel (i.e., airline, steamer, or train);

(ii) Name of traveler;

(iii) Origin and destination points;

(iv) Beginning date of travel;

(v) Purpose of travel (i.e., site visit, information meeting, training attendance, speech or presentation, conference attendance, relocation, entitlement travel, special mission travel, emergency travel, or other travel purposes);

(vi) Circumstances justifying use of first-class accommodations (i.e., no other reasonably available accommodations, travel by an employee with a disability, security reasons, or inadequate foreign coach-class train accommodations);

(vii) Actual first-class accommodations fare; and

(viii) Coach-class accommodations fare (or in the case of steamers, lowest-class steamer accommodations fare) for the actual route used.

(2) Submission Requirements. OCFO shall submit to GSA a cover letter with the agency name, the name of a person to contact for further information, and a phone number where the contact person may be reached. The cover letter also shall state the total number of records reported, the total actual cost of first-class accommodations reported, and the total cost of alternative coach-class accommodations based on the actual route used.

(3) Exceptions. To the extent that information is protected from disclosure by statute or Executive Order, an agency is not required to furnish data otherwise required to be reported. Information that may be disclosed shall be submitted to GSA. When specific information required in paragraph e(1) of this section is protected from public disclosure, an agency shall submit in its cover letter the aggregate information listed in paragraphs e(4)(i) through (iii) of this section unless the aggregate information also is protected from public disclosure.

(i) Aggregate number of authorized first-class trips that are protected from disclosure.

(ii) Aggregate total of actual first-class accommodations fares paid.

(iii) Aggregate total of coach-class accommodations fares for the actual route used. FTR 300-70.104

1-3.4 Fares.

a. City-Pair Fares. Official Government travelers must use contract city-pair fares, if such fares are available to the traveler. FTR 301-10.106

(1) Exceptions. City-pair fares must be used unless one or more of the following conditions exist: (Also see 1-3.4b for additional exceptions)

(i) Seating space on the scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; FTR 301-10.107a

(ii) The contract's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies or other mandatory users of scheduling employee travel during normal working hours; FTR 301-10.107b

(iii) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government or other mandatory user. This determination should be based on a cost comparison to include the combined cost of transportation, lodging, meals, and related expenses. This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a contractor issued charge card or centrally billed account (e.g. YDG, MDG, ODG, VDG, and similar fares); FTR 301-10.107c

(iv) Rail service is available, and such service is cost effective and is consistent with the mission; or FTR 301-10.107d

(v) Smoking is permitted on the contract flight and the non smoking section of the aircraft for the contract flight is not acceptable to the traveler. FTR 301-10.107e

(2) Liability for Unauthorized Use of a Non-Contract Carrier. When contract service is available and the traveler does not meet one of the exceptions for required use,

any additional costs or penalties incurred by the traveler resulting from unauthorized use of non-contract service are borne by the traveler. FTR 301-10.109

(3) Personal Use. Contract passenger transportation service(city-pair fares)may not be used for personal travel. FTR 301-10.110 and FTR 301-73.202

See 1-15.27 for exception approval procedures for use of noncontract carriers.

b. Reduced Rates.

(1) Use of Special Lower Fares.

(i) Through-fares, special fares, commutation fares, excursion fares, and reduced rate round-trip fares (non-contract fares) shall be used for official travel when it can be determined before the start of a trip that this type of service is practical and economical to the Government. Round-trip tickets for special lower fares which are restricted or have specific eligibility requirements shall be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that these tickets will be used. The use of special lower fares under these provisions does not take precedence over the mandatory use of contract air fares between selected city-pairs as prescribed in paragraph b(1)(ii) of this section. FTR 301-10.108 All requests for use of special fares must be justified in advance of the travel and approved by the Authorizing Official on a DL 1-2024, Request and Authorization for Exception from Standard Contract Terms for City-Pair Service or an equivalent form/memorandum. In instances where travelers, who could not have anticipated the cancellation or rescheduling of the TDY assignment, are penalized by the airline, and the use of a special fare was approved on a DL 1-2024 or an equivalent form/memorandum, the Department will pay any penalty charged by the carrier. However, the Department will not pay any penalty when the cancellation or rescheduling of the flight was a result of the negligence of the traveler or for the interest or benefit of the traveler. Travelers who acquire a special fare ticket without a properly executed DL 1-2024 or an equivalent form/memorandum are financially liable for any penalty resulting from a cancellation or rescheduling of the trip, regardless of whether the trip was canceled or rescheduled for official or personal reasons.

Authorizing and Approving Officials are required to review the DL-1-2024 or an equivalent form/memorandum before signing it to determine whether the use of the special lower fares are justified when compared to the contract city-pair rates. Travelers are required to surrender a copy of the approved justification form to the Travel Management Center (TMC) before receiving their transportation ticket. In all cases, when a special fare is used, travelers must note the discount fare in the agent's valuation column on the front of their travel voucher (SF 1012) or in the comments section when Travel Manager software is used.

(ii) For the use of contract air carriers for official travel between certain cities/airports, all agencies shall follow the policies, procedures, and requirements provided in Part 15, Subpart B.

(2) Reduced Group or Charter Fares Offered by Travel Agents. Reduced fares for group or charter arrangements available only through travel agents may be used by individuals or a group of employees provided an administrative determination has been made by the agency on a case-by-case basis before the travel that use of the reduced group or charter fares will result in a monetary savings to the Government and will not interfere with the conduct of official business. FTR 301-70.102b(2) In such instances, if payment for transportation must be made to the travel agent, the traveler shall pay for the transportation from his/her own funds (see Part 10) and shall obtain a receipt when required under 1-11.3c, which shall accompany his/her voucher along with a copy of the required administrative determination. Reimbursement shall not exceed the cost of accommodations authorized under 1-3.3. FTR 301-10.111

(3) Infrequent Traveler - Use of Unauthorized Travel Agent. The infrequent traveler, unaware of the general prohibition against the use of travel agents, who inadvertently purchases transportation with personal funds and/or from a travel agent (other than from a Government contracted TMC) without the required advance administrative approval, may be granted an exception to the preclusive provisions on a one-time basis and may be paid for the travel costs incurred not-to-exceed the cost which would have been properly chargeable to the Government if the transportation service had been purchased under the city-pair program. In such cases, the traveler will be advised that recurrence of such use of travel agents will result in denial of reimbursement unless it can be demonstrated that

the traveler had no alternative. In order to be reimbursed, the employee shall submit a written request to the Authorizing Official detailing the specifics of the cash purchase. If the Authorizing Official concurs, the official will so indicate on the request and forward it to the appropriate Servicing Finance Office (SFO) for approval and action. A copy of the authorization shall be maintained by the SFO to ensure compliance with the one-time lifetime limitation. FTR 301-50.1 In the case of an invitational traveler, infrequent travelers, and interviewers, an agency can determine to make full payment when circumstances warrant. FTR 301-72.203

c. Unequal Fares Available. Except as provided in Part 15, Subpart B, when common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined by the Authorizing Official to be more advantageous to the Government. (See 1-2.2c.) FTR 301-10.112

1-3.5 Unused, Downgraded, Canceled, or Oversold Transportation Services.

a. Unused or Downgraded Tickets, or Canceled Reservations. Travelers are required to follow the guidelines in this paragraph on unused passenger transportation services and accommodations: (FTR 301-72.101)

(1) When a traveler knows that reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations, either personally or through the appropriate TMC office handling agency travel arrangements, within the time limits specified by the carrier. If the official approving the travel voucher determines that timely cancellation could have been made or that the reason the employee failed to use the reserved space was due in part to the employee's negligence, the traveler will be required to bear the cost of all penalties or charges assessed by a carrier for failure to cancel the reservation within the required time limit. Travelers should retain a copy of unused canceled tickets or other documents and forward them to their SFO. Similarly, if the transportation is furnished by the Government and it is different, or of a lesser value than that authorized on the ticket, or where a journey is terminated short of the destination specified on the transportation request, the Government is due a refund. The traveler

shall report these facts to the SFO immediately upon return from the travel assignment. All adjustments in connection with unfurnished or unused passenger transportation must be promptly reported to prevent losses to the Government. Failure of travelers to follow these procedures may subject them to liability for any resulting losses. FTR 301-10.113

(2) As provided in 41 CFR 101-41-209-2, travelers are not authorized to receive refunds, credits, or any other negotiable documents from carriers for unfurnished services or unused tickets (or portions thereof) paid for directly by the Government. Instead, the traveler should request a receipt or ticket refund application or other written acknowledgment of fare adjustment from the carrier and furnish the carrier a "bill charges to" address. FTR 301-72.300c All unused tickets (including portions thereof), coupons, exchange orders, refund receipts or applications, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must entered on the travel voucher. In any case where itineraries are changed or trips are canceled after tickets have been issued to the traveler, a statement shall be entered on the travel voucher that all tickets have been either used for official purposes or all unused tickets, or portions thereof, have been properly accounted for and attached to the voucher. (See also 1-1.103a and 1-11.5c(1).) However, any charges billed directly to the travelers individually billed Government charge card should be credited to the travelers account. FTR 301-10.115 Airline payments to volunteers are distinguishable from denied boarding compensation (payments) under c., below, whereas penalty payments are due the Government. (See 59 Comp. Gen. 203.) FTR 301-10.114, FTR 301-10.115, FTR 301-52.16, FTR 301-72.300a, and FTR 301-72.300d

b. Oversold Reserved Accommodations (Denied Boarding). Tariff provisions of certain scheduled air carriers require the payment of liquidated damages in certain situations if the carrier fails to provide confirmed reserved space. When payment of liquidated damages results from travel on official business, these penalty payments are due the Government and not the traveler. Any traveler who has been denied confirmed reserved space shall ensure that the carrier shows the "Treasurer of the United States" as payee on the compensation check and shall forward the payment to the appropriate SFO. (See 41 CFR 101-41.209-4.) The payment of denied boarding compensation to the Treasurer of the United States is a Government requirement and is no reflection on the air carrier. In no case will

the traveler accept a check showing the traveler as payee. The traveler should acknowledge receipt of the check payable to the Treasurer of the United States and copy of the acknowledgment should be sent by the traveler to the appropriate SFO. The traveler should retain a copy of unused canceled tickets or other documents and attach them to the travel voucher when submitting it to the appropriate SFO. These payments shall be deposited by the agency in accordance with Department of Treasury requirements and credited to miscellaneous receipt account 1699 "Miscellaneous Dividends and Earnings Not Otherwise Classified." (See also 1-1.103 and 41 CFR 101-25.103-2.) FTR 301-10.116 and FTR 301-72.300b

c. Voluntary Vacating of Reserved Airline Accommodations. Airlines are required to ask for volunteers to give up their reserved seats before the airline denies boarding to any passenger with a reservation. Airlines are free to determine the amount to be paid to the volunteer. Employees who voluntarily give up their seats may retain these payments only under the following conditions. Employees should not voluntarily give up their seats if it will interfere with the performance of official duties. If an employee voluntarily gives up his/her reserved seat and, as a result, incurs additional travel expenses beyond those which he/she would have normally incurred, these additional expenses must be offset against the payment received by the employee. If the employee's travel is delayed during official duty hours, the employee would be charged annual leave for the additional hours. FTR 301-10.117 Airline payments to volunteers are distinguishable from denied boarding compensation (payments), wherein penalty payments are due the Government. (See "b" above.)

d. Agency Responsibilities. Agencies/SFO's are responsible for processing unused, partially used, and exchanged tickets:

(1) For unused or partially used tickets purchased by TMCs with GTRs, the agency/SFO must obtain the unused or partially used ticket from the traveler, issue a form SF 1170 "Redemption of Unused Ticket" to the airline that issued the ticket, maintain a suspense file to monitor the airline refund, and record and deposit the airline refund upon receipt. See 41 CFR 101-41.210 for policies and procedures regarding the use of the SF 1170.

(2) For unused or partially used tickets purchased under centrally billed accounts (e.g. Job Corp), the agency must obtain the unused ticket from the traveler, return it to the issuing TMC office

that furnished the airline ticket, obtain a receipt indicating a credit is due, and confirm that the value of the unused ticket has been credited to the centrally billed account.

(3) For exchanged tickets purchased by TMCs with GTRs, the agency/SFO must obtain the airline refund application or receipt from the traveler and maintain a suspense file to monitor the airline refund. For additional guidance, see 41 CFR 101-41.210.

(4) For exchanged tickets purchased under centrally billed accounts (e.g. Job Corp), the agency must obtain the airline receipt from the traveler showing a credit is due the agency, and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account. FTR 301-72.301

(5) See paragraph a.(2) of this section for required traveler's statement intended to highlight and facilitate control of unused tickets.

1-3.6 Use of United States Flag Carriers.

a. Travel by United States Flag Ships. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his/her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the mission requires the use of a ship under a foreign flag. Provided that the GSA Board of Contract Appeals shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor.

b. Use of United States Flag Air Carriers.

(1) Definitions. As used in this section, the following definitions apply:

(i) U.S. Flag Air Carrier Service. U.S. flag air carrier service is service provided on an air carrier which holds a certificate under 49 U.S.C. 41102 (but does not include a foreign carrier operating under a permit) and which service is authorized either by the carrier's certificate or by exemption or regulation.

U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number. FTR 301-10.133 and FTR 301-10.134

(ii) United States. For purposes of the Fly America Act, "United States" means the 50 States, the District of Columbia, and the territories and Possessions of the United States (49 U.S.C. 40102. FTR 301-10.131

(2) General Requirements of the Fly America Act.
Anyone whose air travel is financed by the U.S. Government funds unless exempt for reasons enumerated below are covered. FTR 301-10.132 Travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in 1-3.6b.3 and 1-3.6b.4 or when one of the following exceptions applies: FTR 301-10.106 and FTR 301-70.102b(6)

(i) Use of a foreign air carrier is determined to be a matter of necessity in accordance with 1-3.6b.5; or

(ii) The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or

(iii) The traveler is an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency, and your travel is paid with funds appropriated to one of these agencies, and travel is between two places outside the United States; or

(iv) No U.S. flag air carrier provides service on a particular leg of the route, in which case, foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(v) A U.S. flag air carrier involuntarily reroutes your travel on a foreign air carrier; or

(vi) Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double your en route travel time; or

(vii) When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization. FTR 301-10.135

(3) Exceptions. Certain exceptions to the Fly America Act requirements apply when flying between the United States and another country. They are:

(i) If a U.S. flag air carrier offers non stop or direct service (no aircraft change) from the traveler's origin to the destination, the traveler must use the U.S. flag air carrier service unless such use would extend the traveler's travel time, including delay at origin, by 24 hours or more.

(ii) If a U.S. flag air carrier does not offer non stop or direct service (no aircraft change) between origin and destination, the traveler must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

(A) Increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more; or

(B) Extend travel time by at least 6 hours or more; or

(C) Require a connecting time of 4 hours or more at an overseas interchange point. FTR 301-10.136

(4) Exception - Outside U.S. Exceptions to the Fly America Act requirements apply when travel is solely outside the United States, and a U.S. flag air carrier provides service between origin and destination when such use would:

(i) Increase the number of aircraft changes you must make en route by 2 or more; or

(ii) Extend travel time by 6 hours or more; or

(iii) Require a connecting time of 4 hours or more at an overseas interchange point. FTR 301-10.137

(5) Foreign Air Carrier Service Deemed a Matter of Necessity.

(i) Foreign air carrier service is deemed a necessity when service by a U.S. flag air carrier is available, but

(A) Cannot provide the air transportation needed; or

(B) Will not accomplish the agency's mission.

(ii) Necessity includes, but is not limited to, the following circumstances:

(A) When the agency determines that use of a foreign air carrier is necessary for medical reasons, including use of foreign air carrier service to reduce the number of connections and possible delays in the transportation of persons in need of medical treatment; or

(B) When use of a foreign air carrier is required to avoid an unreasonable risk to the traveler's safety and is approved by the agency (e.g., terrorist threats). Written approval of the use of foreign air carrier service based on an unreasonable risk to the traveler's safety must be approved by the agency on a case by case basis. An agency determination and approval of use of a foreign air carrier based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. An agency determination and approval of use of a foreign air carrier based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that form the basis of the determination and approval; or

(C) When the traveler cannot purchase a ticket in the authorized class of service on a U.S. flag air carrier, and a seat is available in the authorized class of service on a foreign air carrier. FTR 301-10.138

(6) Use of Foreign Air Carrier Based on Cost. Foreign air carrier service may not be used solely based on the availability of a lower cost ticket. FTR 301-10.139

(7) Use of Foreign Air Carrier Based on Preference or Convenience. Travelers may not use a foreign air carrier based solely on preference or it is more convenient for the agency or the traveler. FTR 301-10.140.

(8) Certification Required - Foreign Carrier Used. Travelers must provide certification and any other documents required by the agency when a Foreign Carrier was used. Agencies cannot pay foreign air carrier fare without the required certification provided by the traveler. FTR 301-10.141

The certification must include:

(i) Name;

(ii) Dates traveled;

(iii) Origin and the destination of travel;

(iv) A detailed itinerary of travel, name of the air carrier, and flight number for each leg of the trip; and

(v) A statement explaining why traveler met one of the exceptions in 1-3.6b.2, 1-3.6b.3, or 1-3.6b.4 or a copy of your agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with 1-3.6b.5. FTR 301-10.142

(9) Liability - Improper use of a Foreign Air Carrier. The traveler will not be reimbursed for any transportation cost for which foreign air carrier service was improperly used. If the traveler is authorized by the agency to use U.S. flag air carrier service for the entire trip, and the traveler improperly used a foreign air carrier for any part of or the entire trip (i.e., when not permitted under this regulation), the transportation cost on the foreign air carrier will not be payable by the agency. If the agency authorizes use of an U.S. flag air carrier service for part of the trip and foreign air carrier service for another part of the trip, and the traveler improperly used a foreign air carrier (i.e., when neither

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authorized to do so nor otherwise permitted under this regulation), the agency will pay the transportation cost on the foreign air carrier for only the portion(s) of the trip for which the traveler was authorized to use foreign air carrier service. The agency must establish internal procedures for denying reimbursement to travelers when use of a foreign air carrier was neither authorized nor otherwise permitted under this regulation.

FTR 301-10.143

CHAPTER 1. GENERAL TRAVEL REGULATIONS

PART 4. PRIVATELY - OWNED CONVEYANCES

1-4.1 Basic Rules.

a. Permissive Use of a POV. A POV may be used when it is authorized by the agency as being advantageous to the Government. FTR 301-10.300 Alternatively, a traveler may elect to use a POV rather than the mode authorized. However:

(1) Reimbursement will be limited to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and

(2) Charge leave for any duty hours that are missed as a result of travel by POV. FTR 301-10.300 and FTR 301-70.105

b. Mileage Payments. When employees and others rendering service to the Government use privately-owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law. FTR 301-70.102e

c. Distance Measurements.

(1) Automobile and Motorcycle Travel. When transportation is authorized or approved by privately-owned motorcycles or automobiles, distances between points traveled shall be as shown in standard highway mileage guides or actual miles driven as determined from odometer readings. (Actual odometer readings need not be shown on the travel voucher.) Any substantial deviation from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins the journey. FTR 301-10.301 and FTR 301-10.304

(2) Airplane Travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce shall be reported on the reimbursement voucher and shall be used in computing for the use of a privately-owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations. FTR 301-10.302

d. Other Allowable Costs. Reimbursement for parking fees; ferry fees; bridge, road and tunnel fees; and airplane parking, landing, and tie down fees shall be allowed in addition to the mileage allowance unless the travel orders or other administrative determinations restrict such allowance. Non-reimbursable expenses include charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage, and similar speculative expenses. FTR 301-10.304 Reimbursement for parking fees is governed by the following:

(1) Parking at Temporary Duty Site. When the use of an automobile is authorized as advantageous to the Government and street parking is unavailable, employees will be reimbursed for parking at a TDY site. Where management has authorized common carrier or taxicab as the most advantageous method of transportation and employees as a matter of personal preference use a POV, reimbursement for parking, mileage, and other travel costs are limited to the cost of the authorized method of transportation (See 1-2.3a(1)).

(2) Parking at Official Duty Station.

(i) Daily Parking. Employees who park their POV's on commercial parking lots at or near their regular place of work and pay for the parking on a daily basis will be reimbursed the cost of parking on those days management authorizes the use of the POV for official business.

(ii) Monthly Parking. Where management determines that an employee who rents a parking space at or near the office on a monthly basis does so because of the need to have a POV available for

official business, the employee will be reimbursed a prorated share of the monthly rental on those days the employee both uses the parking space and management authorizes the use of the POV for official business. The formula for determining the daily rate is to divide the total parking cost by the number of days during the rental period the parking space is available. (See 47 Compt. Gen. 219 and 51 Compt. Gen. 79)

1-4.2 When Use of a Privately-Owned Conveyance Is Advantageous to the Government. The use of a POV, automobile or motorcycle, shall be authorized only when its use is advantageous to the Government. A determination that the use of a POV is advantageous to the Government shall be preceded by a determination that transportation by common carrier or a Government-owned vehicle (GOV) is not available or would not be advantageous to the Government. FTR 301-70.102c(1) Where an employee has completed a DL 1-289, Request for Approval of GSA Vehicle Option or Exemption or an equivalent form/memorandum, in accordance with DLMS-2, Chapter 1500, and elects to use a POV and the use has been approved by management, the use of the POV shall be considered to be advantageous to the Government, as long as it has been determined that transportation by automobile is the most advantageous method of completing the travel. Employees may not be required to use their POV's for Government business, unless they completed a DL 1-289, Request for Approval of GSA Vehicle Option or Exemption or an equivalent form/memorandum, and elects to use their POV. (See 1-2.2d(2)(iv)) and 1-4.4 These employees may request to use a GSA vehicle, or to rent a vehicle from an authorized commercial rental agency for trips involving one or more passengers. FTR 301-70.102c(1) The use of a POV may be authorized as advantageous to the Government in lieu of a GOV when safety involving air bags is an issue and the traveler's POV is otherwise equipped.

a. **Authorized Mileage Reimbursement Rates.** When the use of a privately-owned conveyance is authorized or approved as advantageous to the Government for the performance of official travel, either within or outside the United States, as provided in 1-2.2d(3), reimbursement to the traveler shall be at the mileage rates prescribed in this paragraph. The rates included are those in effect as of the publication date of this Chapter. Current rates can be accessed through the Internet. The address is <http://www.gsa.gov/travel.htm>. FTR 301-10.303 and FTR 301-70.102e

(1) For use of a privately-owned automobile: 31 cents per mile or current rate;

(2) For use of a privately-owned airplane: 85 cents per mile or current rate; and

(3) For use of a privately-owned motorcycle: 25 cents per mile or current rate.

b. Special Rule When Permanent Duty Travel Is Involved.

The regulations contained elsewhere in DLMS 7-2 shall apply when privately-owned automobiles are used in connection with employees' permanent changes of station, when the appointees or student trainees described therein travel to their first permanent duty stations, or when employees return from posts of duty outside the continental United States to places of actual residence for separation.

c. To and From Common Carrier Terminals and Office.

(1) Round-Trip Instead of Taxicab to Carrier Terminals.

Instead of using a taxicab under 1-2.3c, payment on a mileage basis at the rate of 31 cents per mile or current rate and other allowable costs as set-forth in 1-4.1c shall be allowed for the round-trip mileage of a privately-owned automobile used by an employee going from either the employee's home or place of business to a terminal or from a terminal to either the employee's home or place of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under 1-2.3c for a one-way trip between the applicable points. FTR 301-70.102d

(2) Round-Trip Instead of Taxicab Between Residence and Office on Day of Travel. Instead of using a taxicab under 1-2.3d (in connection with official travel requiring at least one night's lodging), payment on a mileage basis at the rate of 31 cents per mile or current rate and other allowable costs as set-forth in 1-4.1c shall be allowed for round-trip mileage of a privately-owned automobile used by an employee going from the employee's residence to the employee's place of business or returning from the place of business to the residence on a day travel is performed. However, the amount of reimbursement for the round trip shall not exceed the taxicab fare, including tip, allowable under 1-2.3d for a one-way trip between the points involved. FTR 301-10.306 and FTR 301-70.102d

(3) Privately-Owned Conveyance Used to Transport Other Employees Between Residence, Office, and Common Carrier Terminals.

Payment under paragraphs c(1) and (2) of this section may be made without the taxicab fare limitation when the privately-owned conveyance used by the employee for official travel is also used to pick up and transport one or more additional employees traveling between home, office, and common carrier terminals incident to a temporary duty assignment. Employee participation under this provision is voluntary. FTR 301-10.307

(4) Parking When Automobile Is Left at Terminal. The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his/her official station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of 1-2.3c. FTR 301-10.308

1-4.3 Personal Preference - Use of a Privately-Owned Vehicle Instead of Common Carrier Transportation.

Whenever a privately-owned conveyance is used for official purposes as a matter of personal preference instead of common carrier transportation under 1-2.2d, payment for such travel shall be made on the basis of the actual travel performed, computed under 1-4.1 at the mileage rate prescribed in 1-4.2a plus the per diem allowable for the actual travel. The total allowable shall be limited to the total constructive cost of appropriate and/or authorized common carrier transportation including constructive per diem by that method of transportation. FTR 301-10.310 Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

a. Mode of Travel to be Used for Comparison.

(1) Airplane. The mileage payment shall not exceed the constructive cost of coach-class airline accommodations, as defined in 1-3.3d(2)(i) of this chapter, on a commercial air carrier. If travel is between a city/airport pair for which air carrier service is provided under contract with GSA, the constructive cost is limited to the appropriate contract air fare. If no air carrier is under

contract with GSA to provide service between a particular city/airport pair, the constructive cost is limited to the lowest unrestricted coach-class fare provided by a commercial air carrier serving that city/airport pair. For purposes of this provision, coach-class accommodations are considered to be provided by a carrier when they are scheduled on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

(2) Train. When the air accommodations described in paragraph a(1) of this section are not provided between the origin and destination points, the mileage payment shall be limited to the constructive cost of coach-class train accommodations for the travel performed. The constructive cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides. The constructive cost comparison may be limited to the cost of extra fare service as defined in section 1-3.3b(2)(iv) of this chapter only when extra fare service has been authorized as advantageous to the Government. FTR 301-70.102b(3)

(3) Bus. When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

b. Transportation Costs to be Considered in Addition to Fares. In determining the constructive common carrier cost, there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

c. Per Diem Allowance. The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

d. Use of Actual and Reasonable Schedules. In making the foregoing constructive cost comparisons of transportation, scheduled

departure and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect the employee's safety, or which would result in unduly increasing the constructive per diem.)

1-4.4 Commitment to Use a Government-Furnished Automobile.

Agencies should obtain commitments from employees who are expected to perform extensive automobile travel on official business whether they will use Government-furnished automobiles or whether they will elect to use privately-owned conveyances. The proper form for this declaration and approval is DL 1-289, Request for Approval of GSA Vehicle Option or Exemption or an equivalent form/memorandum. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-furnished automobiles, and commitment changes shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-furnished automobiles as required. An employee who is committed to use a Government-furnished automobile shall not be authorized reimbursement for use of a privately-owned conveyance instead of a Government-furnished automobile; except that, if such an employee occasionally uses his/her privately-owned conveyance when a Government-furnished automobile is available, mileage reimbursement limited to the cost of operating a Government-furnished vehicle (fixed costs excluded as provided in paragraph "c" of this section) may be authorized or approved. (See 1-2.2d) FTR 301-70.102c

a. Factors to be Considered. Factors that should be considered in determining whether to require an employee to commit to the use of a Government automobile are:

(1) The advantages of using a Government automobile. Such advantages may include, but are not limited to:

- (i) Full utilization or availability of fleet vehicles;
- (ii) Lower cost; and/or
- (iii) Official presence.

(2) The type of travel the employee performs. An agency should require such a commitment when an employee or group of

employees requires the use of an automobile for official travel on a frequent or repetitive basis. FTR 301-70.104 and FTR 301-70.102c(1)

b. Planning for Use of Government-Furnished Automobiles.

When use of a privately-owned conveyance is authorized or approved under 1-2.2e even though use of a Government-furnished automobile would be more advantageous to the Government, reimbursement to the employee shall be limited to the cost which would be incurred for use of a Government-furnished automobile. The normal rate of reimbursement shall be that provided in paragraph "c" below.

c. Reimbursement Based on Government Costs. It has been determined that the average mileage cost for use of a Government--furnished automobile for travel in the continental United States is 23.5 cents or current rate. Therefore, the mileage rate for authorized use of a privately-owned conveyance when use of a Government-furnished automobile would be most advantageous to the Government shall be 23.5 cents or current rate. Exceptions to the 23.5 cent or current rate limitation may be authorized if an agency determines that, because of unusual circumstances, the cost of providing a Government-furnished automobile would be higher than 23.5 cents or current rate. In such instances, the agency may allow reimbursement at such higher rate within the rate stated in 1-4.2a for advantageous use that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. In addition to mileage for the distance allowed under 1-4.1b, the employee may be reimbursed for expenses authorized under 1-4.1c which would have been incurred if a Government-furnished vehicle had been used. FTR 301-10.310a and FTR 301-70.102e

d. Partial Reimbursement When Government Automobile is Available. When an employee who is committed to using a Government-furnished automobile, or who because of the availability of Government-furnished automobiles, would not ordinarily be authorized to use a privately-owned vehicle instead of a Government-furnished automobile, nevertheless requests use of a privately-owned vehicle, reimbursement may be authorized or approved. The rate of reimbursement shall be 10.5 cents per mile or current rate, which is the approximate cost of operating a Government-furnished automobile, fixed costs excluded. In addition, parking fees, bridge, road, and tunnel fees are reimbursable. FTR 301-10.310b and FTR 301-70.102c

e. Zero Entitlement. When the Government has free transportation available (i.e., shuttle bus, the employee can travel as a passenger in a GOV driven by another employee, etc.) and the employee uses a privately-owned automobile as a matter of personal preference, reimbursement for the use of the privately- owned automobile will not be allowed. FTR 301-70.102e

1-4.5 More Than One Person in Vehicle.

Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle. No deduction will be made from the mileage allowance if other passengers contribute to defraying driving expenses. (See 1-11.5d.) FTR 301-10.305 and FTR 301-70.102e

1-4.6 Actual Expense Basis.

a. Used Only When Authorized by Law. Reimbursement on an actual expense basis applies to reimbursement for use of a privately-owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise, reimbursement is to be made under the provisions of 1-4.1 through 1-4.5.

b. Comparative Cost Requirement. The use of a privately-owned vehicle on an actual expense basis, as distinguished from a mileage basis under 1-4.1 through 1-4.5, may be authorized or approved provided the aggregate of allowable expenses plus any increased subsistence expenses through increased travel time or less subsistence savings through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.

c. Reimbursable Costs. For such travel on an actual expense basis, the employee shall be entitled to reimbursement of the cost of gasoline, oil, garage, or hangar rent while officially detained en route, and bridge, ferry, and other tolls. In determining the amount of increased subsistence expenses or subsistence savings for a given period of time, the per diem rate named in the travel order shall be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses shall not be allowed. (See 1-11.3c(7) and 1-11.5c(2).) FTR 301-70.102e

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CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 5. B A G G A G E

1-5.1 Definitions.

a. Baggage. The term "baggage" as used in this Chapter means Government property and personal property of the traveler necessary for official travel.

b. Excess Baggage. Baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies shall be classed as excess baggage.

1-5.2 Authorization for Excess Baggage.

Where less-than-first-class accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service shall be allowed at Government expense; in all other instances, excess baggage charges shall be allowed only when authorized or approved. FTR -301-70.301

1-5.3 Payment of Costs for Baggage.

a. Transportation Charges for Excess Baggage. As a general rule, travelers shall be reimbursed charges for authorized excess. FTR 301-12.1 and FTR 301-12.2a

b. Transfer of Baggage. Necessary charges for the transfer of baggage shall be allowed. FTR 301-12.2b

c. Storage of Baggage. Charges for the storage of baggage shall be allowed when it is shown that the storage was solely on account of official business. FTR 301-12.2c

d. Checking and Handling of Baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler. FTR 301-12.2d and FTR 301-12.2e

1-5.4 Stoppage in Transit.

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on the unused portion of the ticket, full explanation of the facts shall be made to the SFO at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost to the Government being charged to the employee. Where the ticket was acquired with a government contractor-issued charge card, the additional cost may be claimed on the travel voucher.

1-5.5 Requirement for Use of Least Costly Means of Shipment.

a. Selection of Transportation Service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance shall be transported by a means that takes into consideration cost and mission requirements.

b. Use of Government Bills of Lading. Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 6. C O M M U N I C A T I O N S S E R V I C E S

1-6.1 Authorization.

When necessary, telephone, e-mail, Internet, teletype, telegraph, cable, radio service, and electronic facsimile may be used on official business. FTR 301-12.1 and FTR 301-70.301

1-6.2 Type of Service Used.

a. Government Equipment. Whenever possible, official long distance telephone calls and other communications services shall be through the use of Government-owned and leased equipment.

b. Use of Commercial Services. If Government services are not available, the least expensive practicable type and class of commercial service shall be used. FTR 301-12.1

1-6.3 Reserved**1-6.4 Official Communications.**

a. Local Calls. Charges for local telephone calls on official business shall be allowed as a transportation expense. (See 1-11.5a(1) regarding entry of such calls on travel vouchers as a transportation expense.) FTR 301-12.1

b. Reservation of Accommodations. Charges for commercial communication services when necessary for reserving airplane, train, or other transportation accommodations for official business are transportation expenses and may be allowed when supported by a satisfactory explanation. This includes calls to inform a family member or friend of a change in schedule in order to arrange transportation from a terminal or other location home.

c. Use of Government Telephone Systems During Official Travel. The Federal Telecommunications System (FTS) intercity network and other Government-provided long distance telephone services are to be used only to conduct official business; i.e., if the call is necessary in the interest of the Government. These networks are to be

used for placement of calls instead of the commercial toll network to the maximum extent practicable. (See 1-6.2.) The Department has determined that certain calls home by employees away from their regular place of work are in the interest of the Government:

(1) Brief calls, but not more than one per day, may be made to an employee's home or other location within the local commuting area of the employee's residence, to speak with family members or loved one, while traveling on Gov't business for more than one night. Note that when the traveler has access to the FTS at no additional expense to the Government and calls placed by the family member/loved one may not be reimbursed. Reimbursement of commercial calls made home or other location under this provisions is limited to five dollars per day day inside CONUS. Calls made home in conjunction with travel outside CONUS are limited to five dollars per day, the same as with calls made inside CONUS; however, in recognition of the fact that international calls can involve a variety of special circumstances, employees are allowed to combine their daily entitlement provided that the total reimbursement claimed does not exceed \$35 in any week.

(2) Frequent travelers should be issued Government calling cards to be used for Government business including (1) above. There is a substantial cost advantage to the Government when a Government calling card is used.

(3) Calls to locations other than the local commuting area in lieu of such calls as described above in (1) may be reimbursed under certain circumstances. The employee must assert that the need to call a location other than the residence or other location in the local commuting area was because the person being called was at the other location primarily because the employee was in travel status. An example is that the family member or loved one is unable to remain at the employee's residence because of health reasons. Another example is calls to juvenile children living elsewhere. This authority is not available when the individual being called would be at another location regardless of the employee's travel status (e.g., on vacation). In such instances, the employee's travel status did not create the need for the call. This distinction is needed to preclude reimbursement for calls to a wide variety of individuals which have nothing to do with the fact that the employee was in travel status.

(4) Official calls to the traveler (as opposed to calls made by the traveler) may be reimbursable if the use of a commercial

system was otherwise required and provided the costs are no greater than had the calls been placed by the traveler.

1-6.5 Charges for Cell Phones and Electronic Processing.

a. Agencies may elect to authorize and approved TDY travel expenses related to the use of Cell Phones based on efficiency considerations. DOL Agencies should provide internal guidance to agency travelers prior to authorizing Cell Phone service.

b. Agencies may elect to authorize and approved TDY travel expenses related to electronic transmission, such as modem connection charges. DOL Agencies should provide internal guidance to agency travelers prior to authorizing such expenses.

1-6.6 Charges for Telegraph, Cable, Radio, and Facsimile Services.

a. Collect Service. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts shall be endorsed by the sender as "Official Business-Collect" unless otherwise directed by a designated authority. All others shall be prepaid.

b. Cash Payment. When "collect" service is refused, payment of the amount demanded shall be made.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 7. P E R D I E M A L L O W A N C E S

1-7.1 General. Part 7 applies worldwide (both within and outside CONUS) except as specifically provided in this Part.

a. Eligibility for Per diem. Travelers are eligible for per diem allowances (per diem or actual expenses) when:

(1) Official travel is performed away from the official station, or other areas defined by the agency, such as travel incident to a change of official station;

(2) The traveler incurs per diem expenses while performing travel; and

(3) The traveler is in a travel status for more than 12 hours. FTR 301-11.1

A per diem allowance need not be paid when:

(1) Travel is related to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and the trainee agrees not to be paid per diem expenses; or

(2) The interviewing agency does not authorize payment of per diem expenses in conjunction with pre-employment interview travel. FTR 301-11.3

b. Definitions. For purposes of this Part, the following definitions apply:

(1) Calendar Day. Calendar day means the 24 hour period from one midnight to the next midnight. The calendar day technically begins one second after midnight (reflected in this Part as 12:01 a.m.) and ends at 12:00 midnight.

(2) CONUS. CONUS refers to the continental United States, defined in 41 CFR 301-1.3(c)(6) as the 48 contiguous States and the District of Columbia. (See 5 U.S.C. 5701(6).)

(3) Destination Rate. Destination rate is the rate applicable to the next location where the employee will perform temporary duty or where the employee makes an en route stopover to obtain overnight lodging.

(4) Locality Rates. Locality rates are maximum per diem rates prescribed for specific localities. Specific locality rates may pertain to cities and/or entire counties.

(5) Standard CONUS Rate. Generally, the standard CONUS rate is prescribed for any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed by GSA. (Rates can be accessed through the Internet at <http://www.gsa.gov/travel.htm>.) The standard CONUS rate is also prescribed for all locations within CONUS when permanent change of station travel is involved with the exception of authorized house hunting trips.

(6) Per Diem Allowance. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of actual expenses for lodging (excluding taxes - CONUS only), meals and related incidental expenses (see paragraph "c" of this section). The per diem allowance is distinguished from transportation expenses (see Part 2 of this chapter) and other miscellaneous travel expenses (see Part 9 of this chapter) FTR 300-3.1

c. Types of Expenses Covered by Per Diem. The per diem allowance covers all charges, including service charges where applicable, for the following types of expenses

(1) Lodging.

(i) The term "lodging" includes expenses for over-night sleeping facilities; baths; personal use of the room during daytime; and service charges for telephone (not usage charges), fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate.

(ii) The term "lodging" does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered an expense covered by per diem. However, in determining the overall cost to the Government when

authorizing the mode of transportation to be used, the availability of these accommodations shall be considered. FTR 300-3.1

(iii) The term "lodging" does not include lodging taxes paid by the traveler. Lodging taxes are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if the agency authorizes a maximum lodging rate of \$50 per night, and traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. FTR 301-11.27 A traveler on official business, is required to pay applicable lodging taxes, unless such taxes are exempted by the State or local jurisdiction. FTR 301-11.28 Exemptions from taxes for Federal travelers, and the forms required to claim them, vary from location to location. The GSA Travel Homepage (<http://www.policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored. FTR 301-11.29

(2) Meals. Expenses for breakfast, lunch, and dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons). FTR 300-3.1 A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not reduce per diem reimbursement. FTR 301-11.17 Expenses incurred for foods which were not a part of breakfast, lunch or dinner are not included in the meal allowance and are not allowable as a subsistence expense, e.g., snacks, coffee breaks, etc.

(3) Incidental Expenses Included within Per Diem.

(i) Discretionary fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries;

(ii) Mailing costs associated with filing travel vouchers and payment of Government-sponsored charge card billings;

(iii) Transportation between places of lodging or business and places where meals are taken when there are adequate eating facilities (i.e., a full service restaurant) within a reasonable walking distance of the places of lodging or business; and FTR 300-3.1

(iv) Laundry and cleaning and pressing of clothing when travel is to a non-CONUS area.

d. Reimbursement Methodology. Per diem expenses will be reimbursed under one of the following methods for each day (or fraction thereof) that the traveler is in a travel status:

- (1) Lodgings-plus per diem method;
- (2) Reduced per diem method;
- (3) Conference lodging allowance; or
- (4) Actual expense method. FTR 301-11.5

1-7.2 Employee and Agency Responsibilities.

a. Employee Responsibility.

(1) Duty to Exercise Care in Incurring Expenses. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. Any excess travel time incurred during normal working hours will be charged to leave.

(2) Duty to Record Pertinent Dates. The date of departure from and arrival at the official station or any other place at which official travel begins or ends must be shown on the travel voucher. This same information also must be shown for points at which temporary duty is performed or for a stopover or official rest stop location when such arrival or departure affects the per diem allowance or other travel expenses. Other points visited should also be shown, but the time of arrival and departure need not be entered unless necessary to explain a delay en route or unless a condition occurs that affects reimbursement.

The travel claim must be annotated when travel is more than 12 hours but not exceeding 24 hours to reflect that fact. FTR 301-11.10

b. Agency Responsibilities.

(1) Authorizing/Approving Rates. It is the responsibility of the head of each agency, or his/her designee, to authorize or approve only those per diem allowances that are justified by the circumstances affecting the travel and are allowable under the specific rules in this Part. FTR 301-70.200e and FTR 301-70.200f However, the per diem rates provided under these rules represent the maximum allowable. To prevent authorization or approval of per diem allowances in excess of amounts required to meet the necessary per diem expenses of official travel, consideration shall be given to factors such as those listed in this paragraph that reduce the necessary expenses of employees (see specific guidelines in 1-7.12 for reducing rates):

(i) Known arrangements or established cost experience at temporary duty locations showing that lodging and/or meals can be obtained without cost or at reduced cost to the employee;

(ii) Situations in which special rates accommodations have been made available for a particular meeting, conference, training, or other temporary duty assignment;

(iii) Traveler's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;

(iv) Modes of transportation where accommodations are provided as part of the transportation cost; and

(v) Situations in which the Government furnishes lodging, such as Government quarters or other lodging procured for the employee by means of an agency purchase order. (See 1-7.12a.)

(2) Fire Safety Responsibilities. Each agency, as defined in 1-1.3(a) of this Chapter, is responsible for influencing its employees who require commercial lodging when performing official travel to stay at an firesafe approved accommodation as defined in 1-1.3(c) 1-17.2c of this Chapter. (FTR 301-11.11)

1-7.3 Maximum Per Diem Rates.

Per diem allowances for official travel authorized or approved under this Part shall be at daily rates not in excess of the maximum per diem rates established as provided in paragraphs "a" through "c" of this section. Per diem rates include a maximum amount for lodging expenses and a fixed allowance for meals and incidental expenses (M&IE). Maximum lodging amounts and the fixed M&IE allowances are separately reflected in the listings of per diem rates identified in paragraphs "a" through "c" of this section.

a. Continental United States (CONUS). The per diem allowances payable for official travel within CONUS shall not exceed the maximum per diem rates established by the Administrator of General Services. Rates can be accessed through the Internet at <http://www.Policyworks.gov/perdiem>. (See instructions in 1-7.4 for requesting adjustments within CONUS.) FTR 301-11.6

b. Nonforeign Areas Outside CONUS. The per diem allowances payable for official travel in nonforeign areas shall not exceed maximum per diem rates established by the Secretary of Defense. The term "non foreign areas" includes the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States. Per Diem Bulletins are issued by the Per Diem, Travel and Transportation Allowance Committee and published periodically in the Federal Register or on the Internet at <http://www.dtic.mil/perdiem> FTR 301-11.6

c. Foreign Areas. Per diem allowances payable for official travel in foreign areas shall not exceed the maximum per diem rates established by the Secretary of State and published in Section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas). The term "foreign areas" includes any area (including the Trust Territory of the Pacific Islands) situated both outside CONUS and the non foreign areas as described in paragraphs "a" and "b" of this section. FTR 301-11.6

1-7.4 Rate Adjustment Requests for Travel Within CONUS.

a. The Department may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. The Chief Financial Officer for the

Department is responsible for reviewing, coordinating, and submitting to GSA any requests from agencies within the Department.

b. Requests for rate adjustments shall include a city designation and a description of the surrounding location involved (county or other defined area) and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations. See FTR 301-11.26 for addresses for submission.

1-7.5 General Rules Affecting Entitlement to Per Diem.

a. No Allowance at Official Station. An employee is not entitled to per diem for travel or TDY performed either within a 25-mile radius of his/her office or within a 40-mile radius of the place of abode (home) from which the employee commutes daily to the office. FTR 301-70.200g

(1) Waiver - Efficiency. These mileage requirements may be administratively waived by DOL Agency Heads, Secretary's Representatives in the regions (for their own staff), agency Administrative Officers, Deputies to Agency Heads in the National Office, Regional Administrators-OASAM in the Regional Offices, and individuals acting in those capacities for travel involving at least one night's lodging by including a justification statement of advantage to the Government. The advantage may be either economical or related to operational efficiency. However, a waiver shall not be given which provides a per diem allowance within the corporate limits of the official station or at, or within the vicinity of, the place of abode (home) from which the employee commutes daily to the official station.

(2) Waiver - Training. There is an exception to this rule for employees who attend training sessions at their official duty station. When a training session to which an employee is assigned is held at the employee's official duty station and it is necessary for the employee to incur additional subsistence expenses, an appropriate per diem allowance may be authorized or approved as a training expense under the Government Employee's Training Act (39 Compt. Gen. 119). Such situations occur when a training session is held in a hotel located at the employee's official duty station and the employee must

obtain meals and/or lodging at the hotel because training sessions are held at night as well as day, or because there is a "live-in" requirement.

b. No allowance for travel of 12 hours or less. A per diem allowance shall not be allowed for official travel of 12 hours or less. (This rule also applies to travel incident to a change of official station.) FTR 301-11.2

c. Beginning and Ending of Entitlement. For computing per diem allowances official travel begins at the time an employee leaves his/her home, office, or other authorized point of departure and ends when the traveler returns to his/her home, office, or other authorized point at the conclusion of the trip. FTR 301-11.9

d. International Date Line. In cases where the traveler crosses the international date line (180th meridian), the actual elapsed time shall be used to compute per diem rather than calendar days. FTR 301-11.19

e. Temporary Duty Station Changed to Official Duty Station. An employee on TDY who is officially notified, either formally or informally, that the TDY station is designated as the new official duty station will not be entitled to per diem at that station effective upon the official notification of the transfer, unless the employee returns to the previous official duty station to perform substantial duty.

f. Employee in Missing Status. No per diem is payable after midnight of the day an employee is officially carried or determined to be absent in a "missing status" under the Missing Persons Act (44 Compt. Gen. 657).

g. Death of Employee Occurs While in Temporary Duty Status. When an employee dies while in a TDY status, entitlement to per diem accrues through the date of death.

1-7.6 Lodgings-plus Per Diem System.

Per diem allowances for all official travel, including travel incident to a change of official station, shall be computed under the lodgings-plus per diem system, except as otherwise provided in this

Part, e.g. temporary quarters, en route, and house hunting travel. Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus an allowance for meals and incidental expenses (M&IE), the total not-to-exceed the applicable maximum per diem rate for the location concerned. The rules provided in paragraphs "a" and "b" of this section and in 1-7.7 through 1-7.10 shall be applied in the specific situations covered.

a. Maximum Per Diem Rates.

(1) For Travel Within CONUS. Maximum per diem rates prescribed under 1-7.3a for travel within CONUS may be accessed through the Internet at <http://www.gsa.gov/travel.htm>. For all CONUS locations not specifically listed or encompassed by the defined boundaries of a listed location, the standard maximum per diem rate (standard CONUS rate) is prescribed.

(2) For Travel Outside CONUS. Maximum per diem rates prescribed under 1-7.3b and 1-7.3c apply to travel outside CONUS.

(3) Maximum Rate Applicable to Change of Official Station Travel. The standard CONUS rate shall be the applicable maximum per diem rate for en route travel and temporary quarters performed in CONUS incident to a change of official station. Locality rates prescribed for locations outside CONUS will apply for en route travel performed outside CONUS incident to a change of official station.

b. Elements of Per Diem Allowance.

(1) Maximum Lodging Expense Allowance. The maximum per diem rates include a maximum amount for lodging expenses. The employee will be reimbursed for actual lodging costs incurred up to the applicable maximum amounts. Lodging taxes are reimbursed as a separate line item under M&IE. Receipts for lodging are required as provided in 1-7.9b.

(2) Meals and Incidental Expenses (M&IE) Allowance. The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&IE rate). The M&IE rate, or fraction thereof, is payable to the traveler without itemization of expenses or

receipts. For partial days of travel, the M&IE rate shall be prorated as provided in 1-7.8a or c3, as appropriate.

1-7.7 Computation Rules for Travel of More than 12 Hours, but not Exceeding 24 Hours.

When the travel period (entire trip) for which per diem has been authorized is more than 12 hours, but does not exceed 24 hours over a one or two day period, the per diem allowances for the trip shall be calculated as follows:

a. Lodging not Required. If lodging is not required, the per diem allowable shall be three-fourths of the applicable M&IE allowance for the temporary duty assignment location. FTR 301-11.101 Per diem shall not be allowed for employees who qualify for per diem solely on the basis of working a non standard workday (e.g., flexible schedule). Note under this rule, employees working a first 40 workweek are not eligible for reimbursement of per diem for travel not requiring overnight lodging. If more than one temporary duty point is involved, the per diem allowance will be calculated using the highest of the M&IE rates prescribed for the locations where official business is performed. FTR 301-11.101 and FTR 301-11.102

b. Lodging Required. If lodging is required, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus three-fourths of the applicable M&IE rate prescribed for the lodging location. FTR 301-11.100, FTR 301-11.101 and FTR 301-11.102

1-7.8 Computation Rules for Travel of More than 24 Hours.

The applicable maximum per diem rate for each calendar day of travel shall be determined by the travel status and location of the employee at 12:00 midnight and whether lodging is required at such location. If the traveler arrives at a lodging location after 12 midnight, the traveler claims lodging cost for the preceding calendar day. If no lodging is required, the applicable M&IE reimbursement rate is the rate for the TDY location. FTR 301-11.7 When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the temporary duty location, or a stopover point where lodging is obtained while en route to, from, or between temporary duty locations. FTR 301-11.101 (See 1-7.9 and 1-7.6a(3) for

regulations on lodging location and maximum per diem rates applicable to change of official station travel, respectively.) Only one maximum rate will be applicable to a calendar day or fraction thereof. Per diem for travel of more than 24 hours shall be calculated as provided in paragraphs "a" through "e" of this section. FTR 301-11.7, FTR 301-11.100, FTR 301-11.101, and FTR 301-11.102

a. Day Travel Begins.

(1) Lodging Required. When lodging is required on the day travel begins (day of departure from the home, office, or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the TDY location, plus three-fourths of the applicable M&IE rate prescribed for the TDY location. FTR 301-11.101 and FTR 301-11.102

(2) Lodging not Required. When lodging is not required on the day travel begins (day of departure from the home, office, or other authorized point), the per diem allowable shall be three-fourths of the destination M&IE rate. FTR 301-11.101 and FTR 301-11.102

b. Full Calendar Days of Travel.

(1) Lodging Required. For each full calendar day that the employee is in a travel status and lodging is required (whether en route or at a temporary duty location), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the TDY location, plus the applicable M&IE rate. FTR 301-11.101 and FTR 301-11.102

(2) Lodging not Required. For each full calendar day that the traveler is in a travel status and lodging is not required (such as when the traveler is en route overnight to the next temporary duty location), the per diem allowance shall be the destination M&IE rate. FTR 301-11.101 and FTR 301-11.102

c. Returning from Travel.

(1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while

the employee is returning to the official station, home, or other authorized point, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the stop over location, plus the applicable M&IE rate. FTR 301-11.101 and FTR 301-11.102

(2) Lodging not Required. For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the official station, home, or other authorized point, the per diem allowable shall be the M&IE rate applicable to the preceding calendar day. FTR 301-11.101 and FTR 301-11.102

(3) Day Travel Ends.

(i) No Lodging Required For the day travel ends (day traveler returns to the official station, home, or other authorized point) the per diem allowable shall be three- fourths of the M&IE rate applicable to the preceding calendar day. FTR 301-11.101 and FTR 301-11.102

(ii) Lodging Required on the Day Travel Ends. When an employee must perform official business at a temporary duty site en route to the official station, home, or other authorized point on the day travel ends and the agency authorizes the employee to obtain lodging, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the en route temporary duty site, plus three-fourths of the M&IE rate applicable to the en route temporary duty site. FTR 301-11.101 and FTR 301-11.102

(iii) Interrupted Travel. If an employee takes leave within the time frame and before completion of a temporary duty assignment, the employee will be reimbursed at the full M&IE rate for the day before and after the leave.

d. Lodging Obtained After Midnight. Although per diem generally is based on the employee's TDY location at midnight, there will be instances in which he/she is en route and does not arrive at the lodging location (either temporary duty location or en route stopover point) until after midnight. In such cases, the lodging shall be claimed for the preceding calendar day and the applicable

maximum per diem for the preceding day will be determined as if the employee had been lodging at the TDY location at 12:00 midnight of that day. FTR 301-11.7, 301-11.101, and FTR 301-11.102

1-7.9 Lodging-location, Receipt Requirements, and Allowable Expenses.

a. Lodging Location Rules.

(1) Lodging at Temporary Duty Location. It is presumed that the employee will obtain lodging at the temporary duty location. However, if the employee obtains lodging away from or outside the temporary duty location because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the temporary duty location.

(2) Lodging not Available at Temporary Duty Location. In certain circumstances, lodging accommodations may not be available at the temporary duty location and the employee must obtain lodging in an adjacent locality where the prescribed maximum per diem rate is higher than the maximum per diem rate for the location of the temporary duty point. In such instances, the agency may make an administrative determination on an individual case basis to authorize or approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, the employee must furnish a statement with the travel voucher satisfactorily explaining the circumstances that caused him/her to obtain lodging in an area other than at the temporary duty point designated in the travel authorization.
FTR 301-11.8

b. Receipt Requirements. Receipts shall be required to support all lodging costs for which an allowance is claimed under the lodgings-plus per diem system except that a statement instead of a receipt may be accepted for the fee or service charge incurred for the use of Government quarters. Receipts are not required when a specific or reduced rate has been authorized in advance of the travel as provided in 1-7.10 and 1-7.12. FTR 301-52.4b and FTR 301-11.25

(1) Double Occupancy. If the lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel

voucher with the name, and employing agency or office, of the person sharing the room if such person is a Government employee on official travel. One-half of the double occupancy charge shall be allowable for each employee. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required and the employee may be allowed the single room rate. FTR 301-11.13

(2) Receipts Lost or Impractical to Obtain. If receipts have been lost or destroyed or are impractical to obtain, a statement acceptable to the Approving Official and the SFO explaining the circumstances shall be furnished with or on the travel voucher, including the name and address of the lodging facility, the dates the lodging was obtained, and the cost incurred. Agencies may require employees to obtain copies of lost or destroyed receipts from the lodging establishment. When an employee uses a government contractor-issued charge card to charge travel expenses, a report provided by the credit card contractor to the Department may be used by SFOs to verify expenses and serve as a receipt. FTR 301-11.25

c. Allowable Lodging Expenses. As provided in 1-7.6b(1), the traveler will be reimbursed only for his/her actual cost of lodging up to the maximum amount. No minimum amount is authorized for lodging under the lodgings-plus per diem system since reimbursement is based on the actual cost of lodging incurred by the employee. All lodging must be claimed on a daily basis even though obtained through a lease for a longer period. Expenses incurred in the situations described in paragraphs c(1) through (5) of this section will be allowed as lodging expenses:

(1) Conventional Lodging. When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense will be based on the single room rate for the lodging used. (For double occupancy, see paragraph b(1) of this section. See 1-7.14a for computing daily lodging expense when lodging is rented on a weekly or monthly basis.) FTR 301-11.12a

(2) Government Quarters. A fee or service charge paid for the use of Government quarters is an allowable lodging expense. FTR 301-11.12b

(3) Lodging with Friends or Relatives. When the employee obtains lodging from friends or relatives (including members of the immediate family) with or without charge, no part of the per diem allowance will be allowed for lodging unless the host actually incurs additional costs in accommodating the traveler. In such instances, the additional costs substantiated by the employee and determined to be reasonable by the Approving Official may be allowed as a lodging expense. Neither costs based on room rates for comparable conventional lodging in the area nor flat "token" amounts will be considered as reasonable. FTR 301-11.12c

(4) Lodging in Non-conventional Facilities. When no conventional lodging facilities are present (e.g., in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (e.g., world's fairs or international sports events), costs of lodging obtained in non conventional facilities may be allowed. Such facilities may include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In such cases, the traveler must provide an explanation of the circumstances which is acceptable to the agency. FTR 301-11.12d

(5) Use of Travel Trailer or Camping Vehicle for Lodgings. A per diem allowance for lodging may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary duty assignments away from his/her official station. The traveler may be reimbursed for expenses (parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees) which may be considered as a lodging cost. FTR 301-11.12e (See 1-7.14b for per diem computations in such situations.)

(6) Use of a Second Residence. When an employee uses a second residence for lodging while in travel status, no part of the per diem allowance will be allowed for lodging unless the employee actually incurs additional costs to occupy the premises while on a TDY assignment. In such circumstances, the costs, e.g., utilities, etc., substantiated by the employee and determined to be reasonable by the Approving Official will be allowed as a lodging expense. Neither costs based on room rates for comparable commercial lodging in the area nor flat "token" amounts will be considered as reasonable.

(7) Use of Family Domicile. When an employee uses the family domicile for lodging while in travel status, no part of the per diem allowance will be allowed for lodging.

(8) Use of a Residence Is Purchased and Used for Lodging on Temporary Duty. When an employee purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs will be the allowable lodging expenses prorated for those days the employee occupies the residence for official business (57 Compt. Gen. 147):

(i) monthly interest;

(ii) monthly property tax; and

(iii) monthly utility cost actually incurred. (Does not include installation charges or long distance calls. See 1-6.4 regarding reimbursement for official long distance calls).

(9) Requirement for Dual Lodgings on a Single Day. When an employee is required by necessity (not personal convenience) to procure or retain lodging at more than one location on a calendar day, the lodging cost for the lodging used at or close to midnight will be the allowable lodging expense for the day. The other lodging cost incurred is reimbursable as a separate miscellaneous travel expense when approved by the Authorizing Official; this separate reimbursement will not exceed the maximum per diem rate applicable at the location where lodging is procured.

(10) Lodging Provided Without a Basis to Determine Cost. When the cost of lodging includes meals and the amount for the lodging cannot be determined, the total amount, if paid by the employee, is considered a cost of lodging and is paid in addition to the full M&IE rate for the locality unless a reduced per diem was established in advance of the travel and reflected on the travel authorization.

1-7.10 Deviations from Lodgings-plus Per Diem System. An authorizing or Approving Official may determine that the lodgings-plus per diem system as prescribed in this section is not appropriate for certain travel assignment situations, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the per diem costs to be incurred by the employee can be determined in advance. In such instances, a

specific reduced per diem rate may be established within the maximum per diem otherwise applicable to the travel location. FTR 301-70.200e (See 1-7.12)

1-7.11 Rest Stops when Travel Outside CONUS Is Involved.

a. When travel is direct between authorized origin and destination points which are separated by several time zones and either the origin or destination point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the two points is by less than premium class accommodations and the scheduled flight time, including stopovers, exceeds 14 hours by a direct or usually traveled route. A reasonable rest period shall not be allowed when travel is authorized by premium-class accommodations. FTR 301-70.102b(1)

b. The rest stop may be authorized at any intermediate point including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.

c. A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time.

d. The per diem rate for the rest stop shall be the rate applicable for the rest stop location.

e. When carrier schedules or the requirements for use of U.S. flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the temporary duty point with sufficient time to allow a reasonable rest period before reporting for duty. A reasonable rest period shall not be allowed when travel is authorized by premium-class accommodations. (See 1-3.6 for guidelines on the use of U.S. flag carriers.) FTR 301-11.20, FTR 301-70.102b(1), FTR 301-70.200a, and FTR 301-70.200b

1-7.12 Reductions in Maximum Per Diem Rates when Appropriate.

An Authorizing Official may, in individual cases or situations, authorize a reduced per diem rate under certain circumstances such as when lodgings and/or meals are obtained by the

employee at a reduced cost or furnished to the employee at no cost or a nominal cost by the Government; or when for some other reason the per diem costs to be incurred by the employee can be determined in advance. FTR 301-70.200e

In such instances, the reduced per diem rate must be authorized in advance and included on the travel authorization. FTR 301-70.200e For travelers on blanket authorizations, a memorandum to the employee may be used in which the reduced rate, TDY site, and period of coverage for the reduced rate are stated. In computing a reduced per diem, the total estimated allowable expenses for the duration of the TDY assignment should be divided by the number of days of the assignment to arrive at the daily per diem amount. This daily per diem is payable for every day the employee is in travel status without a requirement for receipts. A reduced per diem rate may not be authorized if it will result in the traveler receiving a larger allowance than would be received under the lodgings-plus method. Finally, a reduced per diem may not be authorized solely because lodging costs will be below the maximum allowable for the locality. The lodgings-plus per diem system is designed to accommodate this situation. FTR 301-11.200

In exercising its responsibilities outlined in 1-7.2b, the agency should consider any known factors that will cause the traveler's per diem expenses in a specific situation to be less than the applicable maximum rates prescribed under 1-7.3. If it can be determined in advance of the travel that such factors are present, the agency should authorize a reduced rate that is commensurate with the known expense levels. Such reduced rate authorized on the travel authorization shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee. When reduced rate situations involve partial days, per diem for such days may be three-fourths of the reduced rate, a special reduced rate prescribed for the partial days, or an amount determined under the lodgings-plus system, as considered appropriate by the agency. FTR 301-70.200e Guidelines for reducing rates and situations where reduced rates may be appropriate include, but are not limited to, those provided in paragraphs "a" through "d" of this section.

- a. When Lodgings/Meals Are Furnished by the Government.

(1) Lodgings Furnished. Normally when all or part of the lodging is furnished at no cost or at a nominal cost to the employee by the Government, the lodgings-plus per diem system automatically reduces the maximum per diem rate to the M&IE rate (or fraction thereof). When lodging is furnished at no cost to the employee through use of an agency purchase order, the agency shall not authorize or approve a per diem allowance for other per diem expenses that will, when combined with the cost of lodging furnished, exceed the applicable maximum per diem rate prescribed under 1-7.3. If the contracted amount for the lodging exceeds the maximum per diem allowable for lodging, the M&IE rate shall be reduced accordingly.

(2) Meals Furnished. When all or part of the meals are furnished at no cost or at a nominal cost to the employee by the Federal Government, the applicable maximum per diem rate or the M&IE rate, as appropriate, shall be reduced to a daily amount commensurate with the expenses expected to be incurred by the employee. If a reduced per diem rate was not authorized in advance of the travel and meals were furnished at no cost or at a nominal cost by the Federal Government, the appropriate deduction prescribed in paragraph a(2)(i) or (ii) of this section shall be made from the total per diem payable on the travel voucher. If there is a charge for the meal for which a deduction has been made under this paragraph, reimbursement shall be allowed for the amount paid, not-to-exceed the amount allocated for the meal in paragraph a(2)(i) or (ii) of this section. The total amount of the deductions made on partial days shall not cause the employee to receive less than the amount allocated for incidental expenses.

(i) CONUS Locations. The applicable M&IE rate for CONUS locations shall be reduced by the dollar amount shown in the following table when meals are furnished to the employee without charge or at a nominal cost (see paragraph a(2) of this section) by the Federal Government. When the actual cost paid by the Government is known, the M&IE is reduced by that amount but not-to-exceed the amounts in the table below. FTR 301-11.18

M&IE RATES

Total	\$30	\$34	\$38	\$42	\$46
Breakfast	\$6	\$7	\$8	\$9	\$9

Total	\$30	\$34	\$38	\$42	\$46
Lunch	\$6	\$7	\$8	\$9	\$11
Dinner	\$16	\$18	\$20	\$22	\$24
Incidentals	\$2	\$2	\$2	\$2	\$2

(ii) Outside CONUS Locations. The M&IE rates for localities in both nonforeign and foreign areas shall be reduced by the applicable dollar amount when meals are furnished to the employee without charge or at a nominal cost (see paragraph a(2) of this section and consult with your SFO for appropriate deductions) by the Federal Government.

b. Extended Stays. When travel assignments involve extended periods, defined by the Department as 30 days or more, at temporary duty locations and travelers are able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals), the per diem rate should be reduced accordingly. FTR 301-70.200e If the extended temporary duty is for training, see paragraph "d" of this section. (See also 1-7.14 for allowable expenses in special situations.) When a saving to the Government can be realized, employees, on long-term TDY assignments where no interruption is anticipated, are expected, based upon availability, to consider obtaining accommodations on other than a daily basis and which allow for at least some meals to be prepared and eaten at the place of lodging.

Managers should authorize a reduced per diem rate for the full period of the assignment commensurate with the economies and availability of long-term lodging arrangements with facilities for preparing some meals at the place of lodging. When a reduced per diem is authorized for extended TDY assignments, the travel authorization shall reflect the amount authorized for M&IE and the amount authorized for lodging. FTR 301-70.200e Extended stays of a year or more in duration have tax consequences. (See 1-17.440.)

c. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of the same agency, and reduced cost lodging accommodations

have been prearranged at the meeting or conference site, the agency or agencies sponsoring the meeting or conference shall recommend to the other participating agencies or components a per diem allowance that would be reasonable.

d. Per Diem for Extended Training Assignments.

Personnel selected to participate in long-term training assignments should prepare in conjunction with the supervisor a mutually acceptable budget for travel, per diem, moving, and educational expenses with the supervisor; the budget should be prepared in sufficient detail to permit a meaningful audit. As of March 22, 1997, GSA issued guidelines for Temporary Change of Station (TCS) that provide relocation benefits without sale of real estate. Regulations will be incorporated into DLMS 7, Chapter 2. In the event the employee and supervisor are unable to arrive at a mutually acceptable budget, the agency Administrative Officer shall set the amounts. (See also Part 17 of this Chapter.) FTR 301.11.3

(1) The Government Employees Training Act. The Government Employees Training Act (5 U.S.C. 4101-4118) authorizes agencies to pay all or a part of the per diem expenses of an employee assigned to training at a temporary duty station. Implementing regulations prescribed by the Office of Personnel Management (OPM) in 5 CFR 410.603 provide specific guidelines for payment of per diem expenses for employees on extended training assignments of more than 30 calendar days at temporary duty locations.

(2) Federal Personnel Manual. Generally the OPM guidelines require a reduced per diem of not more than 55 percent of the applicable maximum per diem rate prescribed in this regulation. (See 1-7.3.) Per diem above these levels (not-to-exceed the maximum per diem rates) must be justified. Agencies shall refer to the OPM guidelines in 5 CFR 410-603 for specific criteria to determine the appropriate per diem. Guidelines also are published by OPM in the Federal Personnel Manual, Chapter 410, Section 6-3. FTR 301-70.200e

e. Incidentals Expenses in Excess of \$2. When employees are provided lodging and all meals by the Federal Government, they may be paid an incidental expense allowance in excess of \$2. In order to be eligible for an increased incidental expense allowance, the employee must demonstrate that incidental expenses will exceed \$2. Upon receipt of evidence that an increased incidental expense

allowance is justified, the Authorizing Official may provide the employee a reduced per diem sufficient to meet those expenses. When the cost of the lodging and meals can be determined, the total of the cost of lodging, meals, and the incidental expense allowance may not exceed the maximum allowable per diem for the locality. In order to approve reduced per diem for incidental expenses in excess of \$2, the amount of the per diem must be authorized in advance of the travel and reflected on the travel authorization.

1-7.13 Mixed Travel Reimbursements.

Mixed travel occurs when official travel within a single trip is subject to payment of per diem under the lodgings-plus system and an actual expense allowance under the actual expense system. Reimbursement will be computed under only one system for each calendar day except when the provisions of 1-8.2b (situations requiring reimbursement for occasional lodging and/or meals) or 1-8.3a(2)(ii) apply (certain travel outside CONUS). When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, the rules in 1-8.6 govern. When actual subsistence expense reimbursement is authorized or approved for a particular TDY location, and is the only reimbursement involved, the partial day of travel to and from the location also will be on the actual subsistence expense basis. However, if the en route travel to or from the actual subsistence expense location entails more than one day, the Authorizing Official may authorize either actual subsistence expense reimbursement or per diem, whichever is administratively advantageous and commensurate with the expenses expected to be incurred by the traveler. The method of reimbursement for the en route days, if other than actual subsistence expense reimbursement, must be reflected on the travel authorization prior to commencement of the travel. The method for any calendar day will be determined by the employee's location at midnight of the calendar day in question. FTR 301-11.4

1-7.14 Per Diem Allowance Computations for Special Situations.

a. Per Diem for Weekly or Monthly Rentals.

(1) Types of Expenses Included in Lodging Costs. When an employee rents a room, apartment, house, or other lodging incident to a temporary duty assignment, the following expenses may be

considered part of the lodging cost: the rental cost; if unfurnished, the rental cost of appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, tables, bed, sofa, television, and vacuum cleaner; cost of connection, use, and disconnection of utilities; cost of reasonable maid fee and cleaning charges; minimum service monthly telephone use fee unless service above minimum service is authorized; does not include installation and long-distance calls; and, if ordinarily included in the price of a hotel or motel room in the area concerned, the cost of special user fees, such as cable TV charges and plug-in charges for automobile head bolt heaters. FTR 301-11.15

(2) Computation of Daily Lodging Costs. When the employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the expenses listed in paragraph a(1) of this section by the number of days the accommodations are actually occupied, provided that the employee acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodging at a daily rate; otherwise, the daily lodging cost shall be computed by dividing by the number of days in the rental period; e.g., 7 or 30 days, as appropriate. Reimbursement, including an appropriate amount for M&IE, may not exceed the maximum daily per diem rate for the TDY location. FTR 301-11.14 In connection with lodging and lodging-related expenses, the expenses will be considered as pertaining to the day on which the charges begin; e.g., if the charges are computed on the basis from 11:00 a.m. one day to 11:00 a.m. the next day, the charge will be considered applicable to the first day. When an employee arrives between midnight and 6:00 a.m. and incurs a lodging cost for that period, the cost shall be claimed on the previous day.

(3) Per Diem Allowable.

(i) Under the lodgings-plus system, the allowable per diem consists of the daily lodging cost calculated under paragraph a(2) of this section plus the applicable M&IE rate not-to-exceed the maximum per diem rate prescribed for the location involved.

(ii) When a reduced per diem rate is being established (see 1-7.12) in advance of the travel, the daily lodging cost calculated in paragraph a(2) of this section shall be added to the amount determined by the agency to be necessary for meals and

incidental expenses. The travel authorization shall reflect the authorized amounts for both lodging and meals and incidental expenses.

b. Per Diem Allowances for Use of a Recreational Vehicle for Lodging. The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles. Also see 1-7.9c(5)

(1) Privately-Owned.

(i) Lodging Costs. When an employee uses a privately-owned camping or recreational vehicle while on official travel, allowable expenses which may be considered as a lodging cost include parking fees; fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage); bath or shower fees; and dumping fees. Depreciation shall not be considered as a lodging cost.

(ii) Meals and Incidental Expenses. The agency shall determine an appropriate amount for meals and incidental expenses based on whether the type of recreational vehicle used by the employee has meal preparation facilities. Such amount shall not exceed the applicable M&IE rate.

(iii) Per Diem Computation. The daily lodging costs plus an appropriate rate for meals and incidental expenses determined under paragraph b(1)(ii) of this section shall be the per diem rate, limited to the applicable maximum rate prescribed under 1-7.3 for the locality involved. An agency may authorize a reduced per diem rate within the applicable maximum per diem rate if the actual costs expected to be incurred can be determined in advance of the travel.

(2) Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized or approved as advantageous to the Government, the rental fee and the allowable expenses shown in paragraph b(1)(i) of this section may be considered as lodging costs. Advantageous use might occur when the employee is on an extended temporary duty assignment in a remote area or where conventional lodging facilities are limited or not available. If use of a rented recreational vehicle is not authorized or approved as advantageous, only those expenses listed in paragraph b(1)(i) of this section may be considered as lodging costs.

c. Per Diem Computations when Temporary Duty is Curtailed, Canceled, or Interrupted for Official Purposes. When an employee has made advance arrangements for lodging (such as those described in paragraph "a" or "b" of this section), with reasonable expectation of the travel assignment being completed as ordered or directed, and subsequently the temporary duty assignment is curtailed, canceled, or interrupted for official purposes, or for other reasons beyond the employee's control that are acceptable to the agency, the agency may reimburse expenses that are not refundable, including a forfeited rental deposit. Lodging costs may be calculated and paid as follows: FTR 301-11.16

(1) Travel Assignment Curtailed or Interrupted. When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the employee's control and the employee is unable to obtain a refund of prepaid rent, expenses incurred for unused lodging may be reimbursed under the following conditions:

(i) Determination of Reasonableness. The agency must determine that the employee acted reasonably and prudently in incurring allowable lodging expenses pursuant to temporary duty travel orders. Included in this determination should be a consideration of whether the employee sought to obtain a refund of the prepaid lodging cost or otherwise took steps to minimize the costs once the temporary duty was officially curtailed or interrupted. FTR 301-11.16

(ii) Adjusted Calculation and Reimbursement of Lodging Costs. If the agency determines that the employee acted reasonably, the unused portion of the prepaid lodging cost may be reimbursed as follows:

(A) The daily lodging costs for the period covered by the voucher shall be calculated by dividing the total cost for the rental period by the number of days of actual occupancy. The total of the lodging costs thus calculated plus the appropriate daily amount authorized for meals and incidental expenses may be reimbursed not-to-exceed the per diem rate authorized in the employee's travel orders for the days that the lodging was occupied.

(B) If the authorized per diem rate is insufficient for the days of occupancy, the daily lodging cost calculated in paragraph c(1)(ii)(A) of this section plus the amount

authorized for meals and incidental expenses may be reimbursed on an actual expense basis not-to-exceed appropriate maximum daily rates determined as provided in 1-8.3.

(C) The excess amount (if any) of the non-refunded lodging cost not reimbursed under paragraph c(1)(ii)(B) of this section may be paid as a miscellaneous travel expense incident to the travel assignment, if otherwise proper.

(D) In instances where the travel assignment was interrupted for official purposes (e.g., when the employee is directed to perform temporary duty at another location), allowable per diem expenses (if any) incurred during the interruption may be reimbursed separately from those reimbursements outlined in paragraphs c(1)(ii)(A) through (C) of this section, if otherwise proper and in conformance with the provisions of this Part.

(2) Travel Assignment Canceled. When the employee incurs lodging expenses in reasonable expectation of a travel assignment being completed as ordered or directed, and due to a change in travel orders the travel assignment is canceled before its commencement, the prepaid lodging expenses may be reimbursed as a miscellaneous travel expense provided the amounts are reasonable and the conditions in paragraph c(1)(i) of this section are met. FTR 301-11.16

(3) Forfeited Rental Deposits. If, in situations described in paragraphs c(1) and (2) of this section, the employee was required by the terms of a lease or rental agreement to pay a rental deposit and all or part of the deposit is forfeited to cover unpaid lodging costs, the amount of the forfeited deposit may be reimbursed as a miscellaneous travel expense provided the conditions in paragraph c(1)(i) of this section are met. FTR 301-11.16 Reimbursement for deposits forfeited for damages to lodging accommodations shall not be allowed.

(4) Lodging Charged on Day of Return to Official Duty Station. When an employee's travel assignment is unexpectedly curtailed and as a result the employee checks out of the lodging facility after the posted check-out time, any additional lodging cost may be claimed on the travel voucher as a miscellaneous travel expense. In instances where the employee incurs an additional lodging

cost by failing to check out by the posted check-out time leaving belongings in the room intending to check out during the day, reimbursement for the additional lodging cost may not be paid.

1-7.15 Interruptions of Per Diem Entitlement.

For purposes of this section, the term "place of abode" means the place from which the employee commutes daily to the official station.

a. Leave and Non workdays.

(1) General. Leave of absence (other than as provided in paragraph "d" of this section) for one-half or less, of the prescribed daily working hours shall be disregarded for per diem purposes. Where the leave is more than one half of the prescribed daily working hours, no per diem shall be allowed for that day.

(2) Non workdays. A traveler will be reimbursed per diem for non workdays as long as the travel status requires the traveler's stay to include a non workday, (e.g., if the traveler is on travel through Friday and again starting Monday, the traveler will be reimbursed for Saturday and Sunday). FTR 301-11.21 Legal Federal Government holidays and weekends or other scheduled non workdays are considered non workdays. Employees are considered to be in a per diem status on non workdays except when they return to their official station or place of abode (see paragraph "b" of this section), or except under conditions stated in paragraphs a(2)(i) and (ii) of this section.

(i) Leave Before and After Non workdays. Per diem shall not be paid for non workdays when:

(A) Employees are in a leave status at the end of the workday before the non workdays and at the beginning of the workday following the non workdays, FTR 301-11.21 and

(B) The period of leave on either of those days is more than one-half of the prescribed working hours for that day.

(ii) Leave Between Non workdays. Per diem shall not be paid for more than two non workdays in cases where leave of

absence is taken for all of the prescribed working hours between the non workdays.

b. Return to Official Station for Non workdays.

(1) Required Return-Official Business. An employee who is required by appropriate agency officials to return to his/her official station for the non workdays to perform official business or because it is otherwise advantageous to the Government shall be allowed the round-trip transportation expenses and per diem for the en route travel. FTR 301-11.22, FTR 301-11.23, and FTR 301-70.200c

(2) Authorized Return--Substantial Cost Savings. An agency may authorize per diem and transportation expenses to an employee to return home for non workdays where a significant cost savings will be achieved. Travel time shall be scheduled within the employee's duty hours to the extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the employee's residence for non workdays shall be considered in determining the cost savings. FTR 301-11.23 and FTR 301-70.200c (Comptroller General B-202544, August 31, 1981)

(3) Authorized Return Incident to Extended Temporary Duty. Employees who are required to routinely perform extended periods of temporary duty may, at agency discretion and within the limits of appropriations available for payment of travel expenses, be authorized round-trip transportation expenses and per diem en route for periodic return travel to their official stations or places of abode for non workdays. The periodic return travel may be authorized if the conditions specified in paragraphs b(3)(i) and (ii) of this section are met.

(i) The head of the agency or his/her designee has determined, based on an appropriate cost analysis, that the costs of periodic weekend return travel (including the costs of potential overtime, if applicable) are outweighed by savings in terms of increased employee efficiency and productivity, as well as reduced costs of recruitment and retention of employees. The Department has determined that when an employee is expected to be in continuous travel status for 28 consecutive days or longer, for the benefit of employee morale, increased productivity, and retention of the employee, the employee is allowed to return to the official duty

station for a weekend at Government expense after being in travel status at least 12 days provided a round-trip at Government expense has not been made in the same 12 day period. In special circumstances, e.g. training or other assignments in which the employee's absence would conflict with the travel mission, or an employee's return has been recently combined with annual leave, employees may be required to remain at a temporary duty station for a longer period of time before the employee is returned at government expense. As provided above, the availability of funds may also necessitate less frequent government-paid returns. (The employee may not use this provision to travel to any location other than the official duty station.) FTR 301-11.23 and FTR 301-70.200c

(ii) Return travel for non workdays authorized under these provisions constitutes an exception to the directive on scheduling of travel contained in 5 U.S.C. 6101(b)(2) and therefore should be performed outside the employee's regularly scheduled duty hours or during periods of authorized leave. However, in the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling the authorized travel to minimize payment of overtime, including scheduling of travel during regularly scheduled duty hours when necessary. (See Office of Personnel Management regulations for further guidelines covering overtime during travel.) (See 55 Compt. Gen. 1291.)

(4) Voluntary Return. When an employee voluntarily returns to his/her official station or place of abode for non workdays, the maximum reimbursement for the round-trip transportation and per diem en route shall be limited to the per diem allowance and travel expenses which would have been allowed had the employee remained at the temporary duty station. The employee shall perform any such voluntary return travel during non duty hours or periods of authorized leave. FTR 301-11.24

c. Indirect Route or Interrupted Travel. If there is an interruption of travel or deviation from the direct route resulting in excess travel time because of an employee's personal preference or convenience or through the taking of leave, the per diem allowed shall not exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route except as provided in Part 12 of this Chapter for certain emergency travel situations. FTR 301-10.8

d. Illness or Injury or a Personal Emergency Situation.

Provisions governing per diem allowable for emergency travel performed due to an employee's incapacitating illness or injury or because of a personal emergency situation, as well as the continuation of per diem due to incapacitating illness or injury of the employee, are found in Part 12 of this Chapter. FTR 301-11.21 and FTR 301-11.21

1-7.16 Ordered to Duty While on Leave.

a. Temporary Duty at Leave Point. An employee on leave away from the official duty station who receives orders to perform TDY at the leave point is entitled to per diem for the period of TDY and transportation expenses on the return trip which exceed those that the employee normally would have incurred if the TDY had not been required (31 Compt. Gen. 509).

b. Temporary Duty at Other Than Leave Point.

(1) Duty at Official Duty Station.

(i) Leave Canceled. When an employee on leave away from the official duty station receives orders to cancel the leave and return to the official duty station, expenses for the return trip may not be paid if the purpose of the leave was not defeated by the recall to duty (56 Compt. Gen. 96).

(ii) Authorized to Resume Leave. When an employee who has not substantially completed leave away from the official duty station is unexpectedly ordered to interrupt leave to return to the official duty station, has completed the assignment and is authorized to resume leave, that employee will be reimbursed for travel from the point of interruption to the official duty station and for the return to the place of leave. Reimbursement shall not exceed the constructive costs of a round-trip between the point where the leave was interrupted and the official duty station. If the employee does not continue leave away from the official duty station, reimbursement may not be paid. Per diem may not be paid at the official duty station.

(2) Authorized to Resume Leave Upon Completion of Assignment.

(i) Temporary Duty at Various Places Including Return to Official Duty Station. An employee who is on leave away from the official duty station, and receives orders to perform TDY at various places, including return to the official duty station and is authorized to resume leave upon completion of TDY assignment, is allowed per diem and transportation expenses from the place where the leave was interrupted to the places of TDY (no per diem may be paid while at the official duty station) and return to the place where leave was interrupted (25 Compt. Gen. 347, 28 Compt. Gen. 237, 39 Compt. Gen. 611). Federal Travel Regulations provide considerable latitude in reimbursing employees called back to duty for the costs of returning to a permanent duty station or proceeding to a temporary duty station. However, there is no authority for agencies to reimburse employees for personal expenses related to the cancellation of leave, e.g. fees for the cancellation and re-issuance of airline tickets.

(ii) Temporary Duty at Various Places not Involving a Return to the Official Duty Station. In a situation not involving temporary return to the official duty station, but otherwise similar to "a" above, an employee upon completion of TDY is allowed per diem and transportation expenses to resume leave status at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip expenses are not greater than the constructive expenses between the employee's official duty station and the place of TDY (27 Compt. Gen. 648).

(3) Directed to Return to the Official Duty Station Upon Completion of Assignment.

(i) Leave Interrupted for Performance of Temporary Duty. When an employee on leave away from the official duty station receives orders to perform TDY at other than the leave point, and upon completion of the TDY assignment is directed to return to the official duty station, the employee will be allowed per diem and transportation expenses for the TDY performed. However, transportation expenses for return to the official duty station from the TDY point will be allowed only to the extent that they exceed those which the employee normally would have incurred if the TDY had not been required (11 Compt. Gen. 336, 16 Compt. Gen. 481, 34 Compt. Gen. 443).

(ii) Temporary Duty Directed Upon Completion of Leave. An employee on leave away from the official duty station who receives orders to perform TDY upon completion of leave and then to return to the official duty station, will be allowed per diem and transportation expenses only to the extent that the transportation expenses relating to the TDY exceed the constructive cost of expenses the employee normally would have incurred if the TDY had not been required (19 Compt. Gen. 977). If, in relation to the place where the employee is on leave, the place of TDY is located in a routing direction through and beyond the employee's official duty station, the allowable per diem and transportation expenses is limited to that for round-trip travel between the official duty station and the place of temporary duty. (24 Compt. Gen. 443).

1-7.17 Allowable Travel Time for Per Diem.

a. General. As cited in 5 U.S.C. 5733, "The travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel." An employee ordered to perform TDY will be allowed per diem for time necessary to travel to the TDY point(s) and return to the official duty station. The allowable travel time is dependent upon the modes of transportation authorized and/or used over a usually traveled direct route. When the employee uses the authorized mode of transportation, the allowable travel time will be determined in accordance with "b" through "g," below. When the employee, for personal convenience, uses a mode of transportation other than that which is authorized or directed, the allowable travel time and the resulting per diem payable shall be computed on a constructive cost basis as outlined in f(2) below.

b. Actual Travel Time. When the travel time actually used by an employee is less than the time considered allowable in accordance with "c" through "g," below, the employee's actual travel time will be used for computation.

c. Indirect or Interrupted Travel. Where, for convenience of the employee or through the taking of leave, there is interruption of travel or a deviation from the direct route, the per diem allowed shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled direct route. FTR 301-10.8

d. Common Carrier Transportation Authorized and Used. When use of common carrier transportation is authorized and the employee uses such method of transportation, the employee shall use a U.S. flag carrier in accordance with the Fly America Act. The employee shall receive a per diem allowance for the actual time necessary to perform the authorized travel over a usually traveled direct route and scheduled in accordance with items (1) through (7):

(1) Scheduling Travel. Travel will be by the scheduled transportation which most nearly coincides with the time of departure and arrival necessary to carry out the mission. Reasonable schedules will be used in achieving this objective. The schedule selected will include travel time based on the carrier's required check-in time plus travel time to the terminal from the place travel begins, and the carrier's scheduled arrival time plus travel time from the terminal to the place travel ends.

(2) Travel During Regular Hours of Duty. Whenever possible, travel will be scheduled so an employee may travel during regular hours of duty and not on the employee's own time. When two consecutive workdays are involved, it is not unreasonable for the employee to:

(i) depart the official duty station the day prior to the day the employee is required to report at the TDY station to prevent travel during off-duty hours; or

(ii) depart the TDY station the morning following completion of TDY to prevent travel during off-duty hours when the employee is not required to be at the official duty station at the start of business that morning.

(3) Unreasonable Delays. Per diem shall not be authorized or approved when an employee delays the start or continuation of travel for an unreasonable period so travel may be performed during regular hours of duty instead of traveling on the employee's own time. Any unreasonable delay shall restrict the employee to payment of per diem on a constructive basis. For example:

(i) In connection with a TDY assignment which will require beginning duty on Monday (e.g., to attend a conference at 8:00

a.m. on Monday), if the employee departs the permanent duty station on Friday in order to travel during regular duty hours, payment of per diem will be limited to that payable on the basis of a constructive schedule (e.g., as though departure had been on the latest available transportation on Sunday which would allow the employee to arrive at the TDY location at a reasonable hour). If the traveler departs on Friday as a matter of personal choice and without supervisory approval, the employee may be assessed annual leave due to absence from regularly scheduled work (Compt. Gen. B-224131, dated July 8, 1987).

(ii) When an employee delays return travel from a Friday to Monday (e.g., following completion of TDY on Friday) in order to travel during regular duty hours on Monday, payment of per diem will be limited to that which would have been allowed had the employee begun the return travel following the completion of work on Friday and continued to the destination without delay. If the traveler returns on a Monday as a matter of personal choice and without supervisory approval, the employee may be assessed annual leave due to the absence from regularly scheduled work (Compt. Gen. B-224131, dated July 8, 1987).

(4) Acceptable Delays in Connection with Return Travel. When an employee completes TDY the day before a nonworkday and the circumstances so justify (e.g., completion of the assignment near close of business), the employee may delay return travel to the official duty station until the following morning or, when using scheduled transportation, until the first available departure that day.

(5) Early Departure from Official Duty Station. When an employee departs early to avoid a short interval between the scheduled time of arrival and the required reporting time at a TDY station, the claim for reimbursement will include a brief statement as to the reason for departing earlier than determined necessary in accordance with provisions contained herein.

(6) En Route Rest Periods.

(i) Normally, an employee will not be required to use a carrier with a schedule that necessitates boarding or leaving the carrier between midnight and 6:00 a.m. unless that is the only

schedule available or is required by the mission. When the provisions of item (2) above, cannot be followed, and it becomes necessary to schedule travel that would necessitate the employee boarding or leaving the carrier between midnight and 6:00 a.m., an en route rest period shall be authorized by the Authorizing Official. Such rest stops should not exceed a reasonable period of rest plus delay necessary thereafter in securing the earliest onward transportation to the authorized destination. These rest stops should be scheduled to the maximum extent practicable at a point en route where free stopovers are permitted by the carriers. FTR 301-70.200a and FTR 301-70.200b

(ii) Travel in Excess of Fourteen Hours.

(A) When travel is direct between duty points (the official duty station outside CONUS, any other place outside CONUS at which travel begins or ends, or the point of exit or entry within CONUS) which are separated by several time zones and at least one duty point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the duty points is by less-than-premium class accommodations and the scheduled flight time (including stopovers of less than 8 hours) exceeds 14 hours by a direct or usually traveled route. A reasonable rest period shall not be allowed when travel is authorized by premium-class accommodations.

(B) The rest stop may be at an intermediate point, including a point outside CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.

(C) A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in travel time in excess of 14 hours.
FTR 301-70.200a and FTR 301-70.200b

(D) When carrier schedules or the requirements for the use of U.S. flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the employee's home, official duty station or TDY point with sufficient time to allow a reasonable rest period before reporting for duty.

(iii) Special Provision of the Fly America Act. When an employee must delay or interrupt travel in order to meet the provisions of the Fly America Act, the employee shall receive per diem for the additional en route travel time.

e. Government Transportation Authorized and Used.

(1) Government Conveyance Other Than GOV. When use of a Government conveyance (other than GOV) is authorized and the employee uses such method of transportation, the per diem allowance shall be based on the actual travel time necessary to perform the authorized travel.

(2) Government-Owned or -Leased Automobile. When use of a GOV is authorized and the employee uses such method of transportation, the per diem allowance shall be based on the actual travel time necessary to perform the authorized travel, not-to-exceed the travel time computed in accordance with f(1)(i), below.

f. Privately-Owned Conveyance.

(1) Use More Advantageous to the Government.

(i) Privately-Owned Conveyance Other Than Automobile or Motorcycle. When travel by a privately-owned conveyance (other than an automobile) is authorized or approved as more advantageous to the Government and such method of transportation is actually used, a per diem allowance shall be payable for the actual time necessary to perform the authorized travel over a usually traveled direct route.

(ii) Privately-Owned Automobile or Motorcycle. When travel by a POV is authorized or approved as more advantageous to the Government and such method of transportation is actually used, a per diem allowance shall be payable for the actual time necessary to perform the travel. That allowance, however, may not exceed an amount computed on the basis of a minimum driving distance per day which is prescribed as reasonable by the Approving Official for travel performed pursuant to a blanket travel authorization and the Authorizing Official for travel performed pursuant to a specific trip travel authorization. The minimum driving distance may not be less than an average mileage of 300 miles per day, nor more than an average

mileage of 360 miles per day. For those days an employee fails to travel the prescribed average minimum mileage, he/she will receive 1/4 of the allowable per diem for that day for each quarter of the prescribed minimum mileage traveled. In determining the minimum driving mileage, the appropriate official shall consider the conditions under which the travel is performed. Examples of conditions to be considered are number of travelers and their age, type and age of vehicle, geographical location and terrain, and average speed limit of the area. An employee, however, may not be required to travel in an automobile more than 8 hours in any calendar day. Therefore, the official who established the average minimum mileage may authorize or approve the use of additional travel time when the employee is delayed en route for reasons clearly beyond the employee's control, such as:

(A) Acts of God;

(B) Restrictions by Government authorities;

(C) Difficulties in obtaining fuel for the vehicle driven during an energy crisis; or

(D) Other reasons acceptable to the agency, e.g., a physically handicapped employee or unforeseen traffic delays.

The number of additional travel days authorized or approved shall not exceed the actual delay.

(2) Used as a Matter of Personal Preference. When an employee as a matter of personal preference uses a POV, per diem will be allowed for the lesser of (a) the actual travel time or (b) the travel time which would have been allowed had the employee used the authorized method of transportation.

g. Special Conveyance. When the use of a special conveyance is authorized or approved for travel to the TDY point(s) and return to the official duty station, and the employee uses such method of transportation, the allowable per diem will be based on the actual time necessary to perform the authorized travel over a usually traveled route; when the special conveyance used is an automobile, travel time shall be computed in accordance with f(1)(ii) above.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

PART 8. ACTUAL SUBSISTENCE
EXPENSES

1-8.1 General. Part 8 applies worldwide (both within and outside CONUS) except as specifically provided in this Part.

a. Authority. Agencies may authorize or approve reimbursement for the actual and necessary subsistence expenses of official travel when such expenses are unusually high due to special or unusual circumstances or for occasional meals and/or lodging, as provided herein. This authority shall be used for individual travel assignments or specific travel situations only after appropriate consideration of the actual facts existing at the time the travel is directed and performed.

b. Delegation of Authority. The Secretary of Labor has delegated the authority to authorize or approve reimbursement of travel on an actual subsistence expense basis to Authorizing Officials. FTR 301-11.301

c. Agency Responsibility. Officials who authorize or approve reimbursement of travel on an actual expense basis are required to give adequate consideration and review of the travel circumstances warranting such reimbursement to ensure that the authority contained herein is administered in accordance with the intent of this regulation. (See 1-8.5b)

d. Relationship to Per Diem. Generally, authorization or approval of actual subsistence expenses is contingent on the entitlement to per diem. Except as otherwise provided in this Part, the definitions and rules stated in Part 7 of this Chapter applicable to the employee's entitlement to a per diem allowance shall apply to travel on an actual expense basis.

e. Allowable Expenses. Actual subsistence expense reimbursement may be allowed for the same types of expenses that are covered by the per diem allowance in 1-7.1c provided such expenses are determined to be actual and necessary expenses incident to the particular travel assignment.

f. Prudent Traveler. An employee traveling on the actual subsistence expense basis is expected to exercise the same care in incurring expenses as set-forth in Part 7 for travel on a per diem basis.

1-8.2 Conditions Warranting Authorization or Approval of Actual Expenses.

a. Travel Assignments Involving Special or Unusual Circumstances. Travel on an actual subsistence expense basis may be authorized or approved for travel assignments when the applicable maximum per diem rate (see 1-7.3) is inadequate due to special or unusual programmatic circumstances. The maximum per diem rate, although generally adequate, may be insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high due to special duties or because subsistence costs have escalated temporarily due to special or unforeseen events. Since lodging costs constitute a major portion of the subsistence expenses, travel on an actual expense basis may be authorized or approved for travel when, due to special or unusual circumstances, the lodging costs absorb all or nearly all of the applicable maximum per diem allowance.

FTR 301-11.300b In addition, agencies may authorize actual subsistence when doing so is needed to meet mission requirements or other programmatic or administrative need. FTR 301-11.300c and FTR 301-11.300d Examples of travel assignments or situations that may warrant authorization or approval of actual and necessary expenses include but are not limited to the following:

(1) The employee attends a meeting, conference, or training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum per diem allowance; FTR 301-11.300a

(2) The travel is to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as missile launching periods, inter- international or

national sports events, world's fairs, conventions, or natural disasters;

(3) Based on a situation described in paragraph a.(2) of this section, affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's temporary duty point and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging; FTR 301-11.300b

(4) The employee, because of special duties of the assignment, necessarily incurs unusually high expenses in the conduct of official business, such as to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is well above that which he/she would normally have to pay for accommodations;

(5) The employee necessarily incurs unusually high expenses incident to his/her assignment to accompany another employee in a situation as described in paragraph a.(4) of this section; or

(6) In addition to the circumstances enumerated above in (1) through (5), actual subsistence expenses may be authorized and approved in standard CONUS localities:

(i) when peak vacation demands, harvests, and other seasonal events create an unusually high demand for lodging and results in a prevailing seasonal rate structure that causes the standard CONUS rate to be inadequate; or

(ii) when a traveler has attempted to obtain adequate lodging (i.e., lodging has daily maid service and private bath; is clean; and other factors, when evaluated by the supervisor, demonstrate the lodging was inadequate) within a reasonable proximity of the TDY location, but such lodging is not offered at the standard CONUS lodging per diem rate. The traveler may request retroactive authorization and approval of actual subsistence expenses provided the actual cost of lodging exceeds the standard CONUS lodging per diem rate by \$5. (This \$5 difference threshold may be waived by the Approving Official in cases where the employee is required to make repetitive visits to a location where the actual cost of lodging

exceeds the lodging rate by less than \$5.) The maximum amount allowable is the actual cost of lodging not-to-exceed 150 percent of the standard CONUS lodging per diem rate plus the standard CONUS M&IE allowance set by GSA for the subject locality. (up to 300 percent with the approval of the Assistant Secretary for Administration and Management - See 1-8.3b(1).)

b. Situations Requiring Reimbursement for Occasional Lodging and/or Meals. Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular assignment, the employee may necessarily incur expenses for occasional lodgings and/or meals. The agency may approve reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved. The actual expense allowable for lodging or each meal may not exceed the applicable lodging or individual meal allowance provided in Part 7 of this Chapter, or 150 percent of those amounts if special or unusual circumstances are involved. (up to 300 percent with the approval of the Assistant Secretary for Administration and Management - See 1-8.3b(1).) If the travel is to a location where 1-8.3c. applies under special or unusual circumstances, the authorizing agency shall determine an appropriate limitation on the amount of reimbursement. Approval of actual subsistence expenses under this provision may be made after completion of the travel assignment. The Approving Official has been delegated authority to authorize and approve actual subsistence expenses when lodging and/or meals are furnished without cost (or at a nominal cost) for a particular assignment, but the employee necessarily incurred expenses for occasional lodging and/or meals.

c. Travel of 12 Hours or Less. Actual expense reimbursement shall not be allowed when the period of official travel is 12 hours or less during the same calendar day.

d. When No Lodging Is Required. Actual subsistence expense may not be allowed when lodging is not required. When lodging is required, actual subsistence expenses may be allowed in accordance with this Part.

e. Calculation of Maximum Actual Subsistence. The maximum amount allowable is the actual cost of lodging not-to-exceed 150 or 300 percent of the lodging per diem rate plus the M&IE allowance set

by GSA for the subject locality. For example, if the GSA set rate for lodging is \$80 and the M&IE allowance is \$30, calculate the maximum actual subsistence by adding the per diem rate and M&IE allowance together and multiply by 150 percent (in this example). Then, take the product and subtract the M&IE rate and the result is the amount available for lodging, i.e., $80 + 30 = 110$. Multiply 110 by 150 percent = 165. From 165 subtract 30 = 135. The balance of \$135 is the amount available for lodging. However, the traveler may elect to use some or all the M&IE allowance to pay for lodging. For example, in this case the maximum that the traveler may elect for lodging is \$165 but no allowance would then remain for food, etc.

1-8.3 Maximum Daily Rates and Reimbursement Limitations.

This section establishes the maximum amount of reimbursement for actual subsistence expenses that may be authorized or approved for each calendar day or fraction thereof. Agencies shall determine appropriate and necessary daily maximum rates not-to-exceed these amounts when authorizing or approving travel under this Part. Maximum daily rates need not be prorated for fractions of a day; however, see paragraphs b.(1) and (2) of this section for reimbursement limitations.

a. Maximum Daily Rates.

(1) Travel Within CONUS. For travel within CONUS, the maximum daily rate for subsistence expenses shall not exceed 150 percent (up to 300 percent with the approval of the Assistant Secretary for Administration and Management - See 1-8.3b(1)) of the applicable maximum per diem rate (rounded to the next higher dollar) prescribed by GSA for the travel assignment location. FTR 301-11.30 and 301-11.303

(2) Travel Outside CONUS. For travel outside CONUS and unless actual subsistence is authorized, the maximum daily rate for subsistence expenses shall not exceed the greater of the amounts prescribed by the Departments of Defense and State, as set-forth in the Joint Federal Travel Regulations/Joint Travel Regulation and the Foreign Affairs Manual, respectively, for non foreign and foreign areas.

b. Reimbursement Limitation.

(1) General Limitation. When a traveler is authorized actual expenses and expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred. FTR 301-11.304 Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable by the Approving Official and the Servicing Finance Office. (See 1-8.5b.)

Reimbursement for meals and incidental expenses shall not exceed 150 percent (up to 300 percent with the approval of the Assistant Secretary for Administration and Management - See 1-8.3b(1).) of the M&IE rate applicable to the temporary duty location. FTR 301-11.303

(2) Specific Meals and Incidental Expenses Limitation.

The agency may authorize or approve the payment of meals and incidental expenses on a flat rate basis without the need for receipts and/or itemization when such expenses are within the applicable M&IE rate. On full days of travel the payment shall not exceed the applicable M&IE rate. On partial days of travel, the payment shall not exceed three-fourths of the applicable M&IE rate. The amount of the maximum daily rate in excess of the actual M&IE payment may be used for lodging.

c. Travel to an Area Within CONUS Where Special or Unusual Circumstances Result in an Extreme Increase in Subsistence Cost for a Temporary Period.

(1) Authority to Establish a Higher Actual Subsistence Expense Reimbursement Rate. The Assistant Secretary for Administration and Management may establish an appropriate maximum daily rate for reimbursement of actual subsistence expenses up to but not-to-exceed 300 percent of the maximum per diem rate prescribed in 1-7.3a. of this chapter when the following conditions are met:

(i) Travel is to an area within CONUS where special or unusual circumstances result in an extreme increase in subsistence costs for a temporary period;

(ii) The DOL Agency Head submits a request, as specified in paragraph c.(3) of this section, for establishment of a maximum rate prescribed in paragraph c.(1) of this section: and

(iii) The justification supporting the request warrants establishment of a higher rate. FTR 301-11.30, FTR 301-11.303, and FTR 301-11.305

(2) Application and Limitations. Such higher established rate shall apply for a specific trip or for all official travel to the area, and will be effective for a period not-to-exceed 30 days.

(3) Extensions. The Assistant Secretary for Administration and Management may extend the period of effectiveness in increments of up to 30 days upon the request of an Agency Head.

d. When Lodging Is Procured Through Use of an Agency Purchase Order. When actual subsistence expense reimbursement is authorized or approved under Part 8 of this Chapter and lodging is furnished to the employee at no cost through use of an agency purchase order, the agency shall not authorize or approve reimbursement for other subsistence expenses that will, when combined with the cost of lodging furnished, exceed the maximum daily rate authorized under paragraph "a" or "b" of this section.

1-8.4 Authorization or Approval.

a. Requests for Authorization or Approval of Actual Expense Reimbursement. It is the employee's responsibility to request authorization or approval for actual subsistence expense reimbursement when conditions appear to warrant such reimbursement and to furnish appropriate justification to support the request. A request is made by attaching a certification to the travel voucher which identifies and certifies the circumstances under which actual subsistence expense reimbursement is being requested. The certification must state whether less expensive lodging was offered and, if it was, the reason the traveler considered the lower cost lodging inadequate.

b. Prior Authorization of Actual Expense Travel. Normally, travel on an actual expense basis should be authorized in advance and the daily maximum rate authorized by the agency shall be stated in the travel authorization. FTR 301-11.302

c. Approval After Travel Is Completed. If travel is performed without prior written authorization or is authorized on a per diem basis and otherwise conforms to the provisions of this Part,

reimbursement for actual and necessary subsistence expenses may be approved after completion of the travel when supported by an explanation acceptable to the Approving Official and such explanation statement is included with or on the travel voucher. FTR 301-11.302 The signature of the Approving Official on the voucher is considered approval and an amendment to the travel authorization.

When electronic processing is used to sign and forward travel documents, the certification remains with the Authorizing/ Approving Official.

1-8.5 Requirements for Documentation, Review, and Administrative Controls.

a. Documentation of Actual Expenses on the Voucher.

(1) Itemization. When travel is authorized or approved on an actual subsistence expense basis, the employee shall itemize on the travel voucher each expense for which reimbursement is claimed on a daily basis. Meals must be itemized separately; i.e., breakfast, lunch, and dinner. Specifically excluded are alcoholic beverages and entertainment incurred for other persons. Expenses incurred for foods which were not a part of breakfast, lunch, or dinner are not allowable as subsistence expenses, e.g., snacks, coffee breaks, etc. However, when an employee for medical reasons must eat more than three meals a day, reimbursement for the cost of the additional meals may be claimed by the employee as a meal under this subparagraph. Those expenses that do not usually accrue on a daily basis, may be averaged over the number of days that actual expense reimbursement is authorized or approved. FTR 301-11.306

(i) When the cost of meals is included in the cost of other items of expense paid either directly or indirectly by the Government (e.g., meals included in cost of training packages, etc.), reimbursement for that meal shall not be allowed.

(ii) Travelers may only be reimbursed for costs actually incurred. Thus, reimbursement for meals provided without charge will not be allowed, regardless of who provided the meal.

(2) Receipts. Receipts shall be required for lodging, regardless of amount, and any other expense when the cost is \$75 or more. Agencies may, at their discretion, require receipts for other allowable subsistence expenses; however, the employee must be informed of this requirement in advance of travel. FTR 301-11.306 The provisions of 1-7.9b(1) and (2) covering double occupancy and missing receipts apply to this Part. FTR 301-11.25

(3) Exception to Receipts and/or Itemization Requirement. When an agency limits reimbursement for meals and incidental expenses to 100 percent of the applicable M&IE rate (as provided in 1-8.3b(2)), receipts and/or itemization of meals and incidental expenses need not be required except at agency discretion. FTR 301-11.306

b. Agency Review and Administrative Controls. An appropriate review of the justification for travel on an actual subsistence expense basis shall be made. Expenses claimed by an employee shall be reviewed by the agency to determine whether the expenses are reasonable and allowable subsistence expenses, and are necessarily incurred in connection with the travel assignment; it is particularly important that prior to approving a travel voucher for payment, the Approving Official shall determine that the meals claimed were necessary and that the cost was reasonable based upon the circumstances of the travel assignment.

1-8.6 Mixed Travel (Per Diem and Actual Subsistence Expense) Reimbursement.

a. Generally, when actual reimbursement is authorized or approved for a particular temporary duty location, and is the only reimbursement system involved, the partial day of travel to and from that location also will be on an actual expense basis. However, if the en route travel to or from the actual expense location entails more than 1 day, the agency may authorize actual expense reimbursement, or per diem in accordance with Part 7 of this Chapter, whichever is administratively advantageous and commensurate with the expenses expected to be incurred by the traveler. FTR 301-11.4

b. If actual expense reimbursement authorized for particular locations is intermingled with per diem at other locations in a single trip, the method of reimbursement is determined by the

employee's location at midnight of the calendar day in question. Only one method or system is authorized for any given calendar day except as provided in 1-8.2b or 1-8.3b(2). FTR 301-11.4 and FTR 301-11.7

1-8.7 Interruption of Subsistence Entitlements.

The provisions of 1-7.15 concerning interruptions of per diem entitlement (leave and non workdays, return to official station for non workdays, indirect route or interrupted travel, and illness or injury or a personal emergency situation) shall apply to travel on an actual subsistence basis. FTR 301-10.8

1-8.8 Ordered to Duty While on Leave.

The provisions of 1-7.16 concerning orders to duty while on leave are applicable to travel on an actual subsistence expense basis.

1-8.9 Allowable Travel Time for Actual Subsistence Expense Reimbursement.

The provisions of 1-7.17 apply to actual subsistence expense travel.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 9. M I S C E L L A N E O U S E X P E N S E S

1-9.1 Expenses Allowable.

a. Miscellaneous Expenses. Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence; clerical assistance; services of guides; interpreters; packers; drivers of vehicles; use of computers, printers, fax machines, and scanners; lodging taxes; laundry, dry cleaning and pressing of clothing expenses (See 1-9.1h); and storage of property used on official business shall be allowed when authorized or approved. Payment of miscellaneous expenses are limited to only those expenses that are necessary and in the interest of the Government. FTR 301-12.1, FTR 301-70.300, and FTR 301-70.301

b. Conference Space. When it is necessary to secure conference space to perform official business, the traveler should request free accommodations from GSA and other Federal agencies. If none are available, the necessary space to transact business may be authorized or approved as a separate charge from the traveler's lodging. For additional information see "Conference Planning Checklist" posted to the OCFO web page at <http://www2.dol.gov/dol/ocfo/public/travel/main.htm>.

c. Traveler's Checks, Money Orders, Certified Checks, or Automated-Teller-Machine (ATM) Services. The cost of traveler's checks, money orders, or certified checks purchased in connection with official travel may be reimbursed. The amount of the checks or money orders may not exceed the estimated cash needs. (See 1-10.3.) Transaction fees for ATM withdrawals, may be allowed as described in 1-15.47. FTR 301-12.1

d. Fees Relating to Travel Outside the Continental United States. To travel in foreign countries on official business, based on a properly executed Travel Authorization, an employee must have an official passport and the necessary immunizations against certain diseases. The ILAB will, upon request, furnish information and

assistance needed by the traveler. Reimbursement for the following items of expenses may be authorized or approved:

(1) Conversion of Currency. Commissions for conversion of currency in foreign countries. (See 1-11.5e.)

(2) Check Cashing Costs. Charges covering exchange fees for cashing United States Government checks or drafts issued for the reimbursement of expenses incurred for travel in foreign countries. (See 1-11.5e(1).) Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

(3) Trip Insurance. Cost of trip insurance purchased by employees for use of a Government-furnished or privately-owned vehicle during official business for specific or individual trips into a foreign country may be reimbursed. Trip insurance covers potential liability for property damage or personal injury or death of third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver or impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom.

(4) Travel Document Costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculation which cannot be obtained through a Federal dispensary. FTR 301-12.1

(i) Passports. (See 1-1.102b(2)(v))

(ii) Visas. (See 1-1.102b(2)(vi))

e. Other Expenses. Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved. FTR 301-12.1

f. Registration Fees. Registration fees are reimbursable when attendance is required at meetings and conferences connected with the official assignment of the traveler. The registration fee may include the expense of a banquet when attending a conference, with a corresponding deduction for the meal from per diem, upon an Authorizing or Approving Official's determination that the traveler's attendance at the banquet was necessary for full participation in the conference. Authorized registration fees of \$75.00 or more should be supported by an invoice or the original paid receipt. Registration fees are not to be established by the Department for meetings and conferences sponsored solely by the Department. For other conferences where collection of registration fees is anticipated clearance of the Office of the Solicitor is advised.

g. Lodging taxes paid are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if the agency authorizes the traveler a maximum lodging rate of \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. FTR 301-11.27

h. Laundry, cleaning, and pressing of clothing expenses at a TDY location are reimbursable as a miscellaneous travel expense but only for TDY in CONUS. However, the traveler must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. FTR 301-11.31 The Approving Official may require receipts when the traveler is informed of this requirement in advance of travel. FTR 301-11.306

1-9.2 Additional Travel Expenses Incurred by an Employee with a Disability.

a. Policy, Applicability, and General Rules.

(1) Policy. In accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797(b) et seq. and 5 U.S.C. 3102) these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel expenses (reasonable accommodations) incurred in the performance of official travel. FTR 301-13.1 An employee with a special need should be treated the same as an employee with a disability. The

additional travel expenses must be necessary to accommodate the employee's needs. FTR 301-70.400

(2) Applicability. This section applies to an employee with a disability as defined in paragraph "b" of this section.

(3) General Rule. Payment is authorized for the additional travel expenses listed in paragraph "c" of this section which are necessarily incurred by an employee with a disability in the performance of official travel. The Authorizing Official will determine if an employee has a disability or special need which requires accommodation, including when documentation is necessary or when a determination may be based on a clearly visible physical condition. The Authorizing Official is responsible for determining how to reasonably accommodate the employee and what expenses the agency will pay. FTR 301-70.401 Additional travel expenses may be necessary to accommodate a special physical need which is either:

(i) Clearly visible and discernible; or

(ii) Substantiated in writing by a competent medical authority. FTR 301.13.2

b. Definitions. For the purposes of this section, the following terms have the meaning indicated:

(1) Employee with a Disability. The term "employee with a disability" means an employee who has a disability as defined in paragraph b(2) and is otherwise generally covered under the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 et seq.

(2) Disability. The term "disability" with respect to an employee means:

(i) Having a physical or mental impairment that substantially limits one or more major life activities;

(ii) Having a record of such an impairment; or

(iii) Being regarded as having such an impairment;

but

(iv) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use. FTR 300-3.1

(3) Physical or Mental Impairment.

(i) The term "physical or mental impairment" means:

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine; or

(B) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(ii) The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

(4) Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

(5) Substantial Limits. The term "substantial limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which he/she can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

(i) Has a record of such an impairment. The term "has a record of such impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(ii) "Is regarded as having such an impairment" means the employee has:

(A) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

(B) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or

(C) None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment. FTR 300-3.1

c. Allowable Expenses. The following expenses are allowable additional travel expenses payable to an employee with a disability:

(1) Transportation and subsistence expenses authorized under this Chapter that are incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;

(2) Cost of specialized transportation for the employee to, from, and/or at the temporary duty location;

(3) Cost of specialized services provided by a commercial carrier necessary to accommodate the employee's disability;

(4) Costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;

(5) Cost of renting and/or transporting a wheelchair; and/or

(6) Cost of premium-class accommodations when necessary to accommodate the employee's disability (the necessity must be

substantiated in writing by a competent medical authority and authorized under 1-3.3). FTR 301-13.3

1-9.3 Payment to Government Employees.

Neither payment nor reimbursement shall be allowed under any agreement made by the traveler with an employee of the Government for personal services.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 10. S O U R C E O F F U N D S

1-10.1 General Policy.

a. Minimizing Cash Requirements. Agencies and travelers shall take all reasonable steps to minimize the cash burden on both the agency and the traveler as required in 1-1.105 of this Chapter. These steps shall include, but not limited to, using government contractor-issued charge cards and frequent flyer credits. Where the use of government contractor-issued charge cards is impractical for procuring common carrier transportation, agencies shall purchase required transportation tickets for employees through a government sponsored travel management center (TMC) as provided in 1-10.2 or other procedures approved by GSA. For common carrier (buses and subway) transportation, tokens/farecards should be purchased in bulk and furnished to the employee as needed. Where this is impractical, the traveler may claim reimbursement for the actual fares paid. FTR 301-51-1, FTR 301-51-2, FTR 301-71-300, and FTR 301-72-204

b. Managing Financial Resources. To manage Federal financial resources more effectively for travel expense purposes, agencies shall:

(1) Hold to a minimum the amounts of cash advanced for travel purposes as provided in 1-10.3;

(2) Follow-up with travelers to assure that vouchers are submitted within established time frames as provided in 1-11.4a, and;

(3) Process travel vouchers promptly to recover any excess travel advances or to provide payment to employees as provided in 1-10.3d.

c. Government Contractor-Issued Charge Cards. Government contractor-issued charge cards must be issued to all employees who are expected to travel more than twice a year (frequent

travelers). Use of charge or credit cards held by the employee for personal use and issued by any other credit card company are not authorized. FTR 301-51.1 and FTR 301-70.700.

1-10.2. Procurement of Common Carrier Transportation.

a. Methods of Purchase.

(1) Government Contractor-Issued Travel Cards.

Travelers must use a Government contractor-issued individually billed travel card to the maximum extent possible for all official travel expenses, except those billed directly to the agency. FTR 301-51.1, and FTR 301-51.700 For employees who have been issued a government contractor-issued credit card, the use of the credit card is the required method for purchasing of air and rail passenger transportation services FTR 301-51.100 If an employee has not been issued a government contractor-issued credit card or the employee's card has been canceled, the TMC may charge the cost of the employee's transportation to the GTR issued to the TMC by DOL.

(i) Commercial transportation services must be obtained directly from the carrier or through a TMC which provides services to the Government under a contractual arrangement with GSA. FTR 301-50.1

(ii) The FTR prohibits the use of all other travel agencies except under the conditions set-forth in 1-15.3. Tickets for commercial transportation, in general, should not be purchased until two working days prior to commencement of the trip, except for the acquisition of a special fare ticket as provided in 1-3.4.

(iii) Services under a Government contract may be furnished by a commercial travel agent, electronic travel services system, or other travel management services provider. FTR 301-50.1

(2) U.S. Government Transportation Requests (GTR's).

DOL does not issue GTRs directly to employees but has obtained a waiver from GSA to allow Travel Management Centers to charge transportation to a blanket GTR for employees who do not have a government-issued charge card. (See 1-15.7d.(5).) FTR 301-72.3, FTR 301-51.1, FTR 301-51.100, and FTR 301-51.103

b. Cash Payments for Procurement of Common Carrier Transportation Services. The use of cash to procure passenger transportation services may not be authorized except when the Government contractor-issued individually billed travel card is not accepted, in an emergency situation, or by an infrequent traveler who has not been issued a charge card. However, when possible, a traveler who encounters the above circumstances should first contact the TMC for procurement of transportation. For this paragraph, the use of checks (personal or travelers), personal credit cards, cash withdrawals obtained from an ATM using a Government contractor-issued individually billed travel card, are considered the equivalent of cash. FTR 301-51.1,, FTR 301-51.101, and FTR 301-72.200

(1) Emergency Circumstances. Under emergency circumstances when the use of a TMC, or government contractor-issued charge card is not possible, Servicing Finance Officer, may authorize or approve travelers' use of cash when procuring passenger transportation services as provided in 41 CFR 101-41.203-2(b). However, most TMC's have "24 hour" phone numbers. These delegations of authority may not be further delegated. FTR 301-51.100, FTR 301-72.201, and FTR 301-72.202

(2) Non-Emergency Circumstances. An employee, who is unaware of the prohibition against the cash purchase of transportation services may be granted a one-time exception to the prohibition by the Servicing Finance Officer. If the cash payment was made under a non-emergency circumstance, reimbursement to the traveler must not exceed the cost which would have been properly chargeable to the Government (city-pair rate) had the traveler used a government provided payment resource, (e.g. individual Government contractor-issued travel charge card, centrally billed account, or GTR). However, the Servicing Finance Officer can determine when circumstances warrant to make full payment (e.g. invitational travel, infrequent travelers and interviewees). FTR 301-51.102, FTR 301-72.201, and FTR 301-72.201, FTR 301-72.202, and FTR 301-72.203 These delegations of authority may not be further delegated.

(3) Reimbursement. The travel voucher claiming reimbursement for cash payments for transportation services shall show the ticket number, carrier name, accommodations used, origin and destination of travel performed, and the agent's valuation of the transportation ticket. A traveler who has procured passenger transportation services with cash (whether using personal funds or a

travel advance) shall assign to the Government his/her right to recover any excess payment involving a carrier's use of improper rates. (See statement/ voucher requirements in 1-11.5c(3). See also 1-1.103b for provisions on promotional materials received from carriers and 1-1.103c and 1-3.5 for provisions on denied boarding compensation.)

1-10.3 Advance of Funds.

a. Authority. So that employees need not use personal funds for official travel expenses, advances may be issued for a reasonable time not-to-exceed 45-days to cover allowable expenses. FTR 301-31.14, FTR 301-51.201, FTR 301-71.300 FTR 301-71.301, and 301-71.305 Advances shall be issued primarily in the form of authorized ATM cash withdrawals or electronic funds transfer (EFT), depending on availability and time in amounts advisable within the criteria stated in paragraphs "b" of this section, considering the character and probable duration of the travel to be performed. Only when an employee does not have a bank account will an advance be provided by Treasury check.

b. Amounts of Travel Advances. Travel advances, when needed, should be limited to the minimal amount required to pay for official travel expenses not payable using a Government contractor-issued travel card. FTR 301-31.14 and FTR 301-71.300 Government contractor-issued charge cards must be issued to all employees who are expected to travel more than twice a year (See 1-1.105). FTR 301-51.1 and 301-70-700 Based on this availability, an employee may withdraw funds (see 1-15.47 for withdrawal limits) from an ATM machine or be advanced travel funds as follows:

(1) Employees Who Are Issued a Government Contractor Issued Credit Card. The advance is limited to the cash transaction expenses shown on the travel authorization. These are expenses for local transit system, taxis and tips, parking, tolls, laundry and dry cleaning, and other authorized miscellaneous expenses that cannot be charged using a Government contractor-issued charge card and for which a cost can be estimated FTR 301-51.2 Withdrawals from the ATM should be as close as possible to the date travel is to commence.

(2) Employees Who Are Issued a "Blanket" Advance. DOL issued "blanket" travel advances are no longer authorized. Such advances must be repaid by July 1, 2000.

(3) Employees Who Have Had Their Government Contractor-Issued Charge Card Canceled. Employees who have had their Government-contractor issued charge card canceled due to non-payment of undisputed delinquent amounts may not be issued a travel advance. In cases of financial hardship, an advance to cover expenses may be granted. (See 10.3b.(4)(iii)).

(4) Exceptions. An advance for non-cash transaction expenses, that is expenses for which a charge card is normally used in the purchase, e.g., lodging or rental of a car, may be withdrawn from an ATM or be issued by DOL:

(i) When the Government contractor-issued charge card will not be accepted.

(ii) To cover certain PCS expenses.

(iii) In a case where a financial hardship would be incurred by the employee if sufficient amounts are not advanced to cover expected non-cash transactions. This exception is intended to provide relief for those employees who have had their Government contractor-issued charge card canceled and the employee has no alternative funds to pay for travel expenses. An advance in the case of financial hardship must be approved by the Assistant Secretary for Administration and Management or designee. FTR 301-51.3, FTR 301-51.200, FTR 301-51.201, and FTR 301-71.300

(iv) When the Assistant Secretary for Administration and Management has exempted the traveler from the mandatory requirement to use a government contractor-issued charge card for payment of official travel expenses. (See 1-1.105.) FTR 301-51.3 and FTR 301-70.701

c. For the Department's policies and procedures for travel advances issued in connection with a relocation, see Chapter 2 of this Manual.

d. Control and Recovery of Advances. Agencies will assure that travelers with outstanding travel advances are notified of any

delinquencies in filing vouchers and repaying outstanding advance balances, and that travelers are promptly paid amounts owed to them by the agency. Agencies will review outstanding travel advances and unpaid travel vouchers prior to an employee's separation, and recover all outstanding amounts. Failure to collect the amount in excess of substantiated expenses will cause a violation of the accountable plan rules contained in the Internal Revenue Code (title 26 of the United States Code). FTR 301-71.303, FTR 301-71.304, and FTR 301-71.306

(1) Repayment of DOL Issued Travel Advances. When an employee travels on a specific trip authorization, the amount advanced for that trip shall be deducted from the total expenses allowed. In instances when the traveler is in a continuous travel status, or when periodic reimbursement vouchers are submitted on specific trip authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of the advance until such time as the final voucher is submitted. If the amount of the advance is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. In the event the advance exceeds the reimbursable amount, the traveler shall refund immediately the excess. When a traveler fails to deduct a travel advance from a travel voucher filed pursuant to travel on a specific trip authorization, the Servicing Finance Office shall deduct the advance issued for that trip from the voucher. FTR 301-51.202, FTR 301-52.14, FTR 301-71.303, and FTR 301-71.306

(2) Direct Refunds. In the event of cancellation or indefinite postponement of authorized travel or any portion of the advance not spent, the traveler shall promptly refund any monies advanced to him/her in connection with the authorized travel. In the event the traveler does not promptly refund the money, the head of the agency or his/her designee shall take immediate steps to secure the refund of any advance that may have been made. FTR 301-31.14, FTR 301-51.203, and FTR 301-71.304

(3) Other Means of Recovery. Outstanding advances which have not been recovered by deduction from reimbursement vouchers or voluntary refunds by the traveler shall be promptly recovered by a set-off of salary due or retirement credit or otherwise from the person to whom it was advanced, or his/her estate, by deduction from any amount due from the United States, or by any other legal method of recovery that may be necessary. Salary or other amounts due shall be considered before the retirement credit. In view of these

protections, which are specifically included in the law, travelers shall not be required to furnish bonds in order to obtain travel advances. (See 31 U.S.C. 9302.) FTR 301-71.307 Servicing Finance Offices shall follow the Department's debt collection procedures (see DLMS-6, Chapter 1100), including demand notices and notification of the Department's intent to collect the monies before the actual offset is made. Also see 1-11.6 FTR 301-52.14

e. Accounting for Advances. Accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office (see General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures). FTR 301-71.308

f. Timing - Repayment of Advances. Normally, an employee must account for an outstanding travel advance each time a travel claim is filed. FTR 301-71.304 and FTR 301-52.14

1-10.4 Use of Foreign Currencies.

Travelers to, in, and from foreign countries will use excess and near-excess foreign currencies owned by the United States for paying expenses of official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses. (See ILAB for publications and guidance.) FTR 301-51.7

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 11. C L A I M S F O R R E I M B U R S E M E N T

1-11.1 Fraudulent Claims.

A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). The traveler may be subject under 18 U.S.C. 287 and 1001 to a fine of not more than \$10,000, and/or imprisonment for not more than 5 years. FTR 301-52.12 Furthermore, the "Program Fraud Civil Remedies Act of 1986" (P.L. 99-509) allows DOL to levy fines when the Department of Justice declines to prosecute a fraudulent claim referred by the Department. Travelers must ensure all travel expenses are prudent and necessary. FTR 301-71.203a Travelers' claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided. Payment will be withheld for any item on a voucher where there are facts which indicate the claim for that item may be fraudulent. Upon a satisfactory resolution of the item(s) in question, payment for those items on the voucher will be made. However, if there is sufficient evidence that the claim is false or fraudulent, the Servicing Finance Office shall refer the matter to the Office of Investigations, OIG. FTR 301-52.8

1-11.2 Records of Travel and Expenses. Note: 1-8.5 should be reviewed along with this section when preparing a voucher.

a. Expenditure Records. All persons authorized to travel on business for the Government (see certificate on the travel voucher form) should keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers. FTR 301-52.13

b. Required to File a Claim. Travelers are required to file a travel claim. FTR 301-52.1

1-11.3 Travel Vouchers

a. Use of Authorized Form.

(1) Travel Voucher. All claims for reimbursement of travel and transportation expenses will be made on a Travel Voucher unless covered by (2) and (3) below.

(2) Claim for Reimbursement for Expenditures on Official Business (SF 1164). The primary form for claiming reimbursement for local transportation is the SF 1164. The SF 1164 shall be completed and signed by the traveler, initialed by the supervisor having knowledge of the travel assignment, and signed by an Approving Official. Claims must be submitted for payment within 90 days of the date the expenses were incurred.

(3) Forms from Travel Manager. DOL will accept travel forms produced by Travel Manager travel document software. FTR 301-52.3 and FTR 301-71.207b

b. Evidence of Authorization. Evidence of a travel authorization including any necessary special authorizations must be provided when a claim is made. FTR 301-52.4 However, A claim may be paid when an employee does not include a copy of the corresponding authorization as long as the travel claim is signed by the Authorizing/Approving Official, except for the following, which require advance authorization:

(1) Use of reduced fares for group or charter arrangements; FTR 301-70.102b(2)

(2) Payment of a reduced rate of per diem for subsistence expenses;

(3) Acceptance of payment from a non-Federal source for travel expenses; and

(4) Travel expenses related to attendance at a conference. FTR 301-71.202

If the travel authorization has been filed, reference to the previous voucher shall be made.

c. Receipts Required. Receipts are required for allowable cash expenditures in amounts of \$75 or more. Common carrier transportation and lodging receipts are always required as specified in 1-7.9b. and 1-8.5a. of this chapter. FTR 301-52.4 and FTR 301-11.25

d. Lack of Receipt.

(1) Impracticable to Obtain. If it is impracticable to furnish receipts in any instance as required in paragraph "c" of this section, the failure to do so must be fully explained on the travel voucher. The provisions of 1-7.9b(1) and (2) covering double occupancy and missing receipts apply to this Part. Mere inconvenience in the matter of taking receipts shall not be considered. In no case shall a receipt be taken in duplicate, except as provided in 1-4.6c. FTR 301.52.4b(2) and FTR 301-71.207c

(2) Confidential Expenditure. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official. FTR 301-52.5 and FTR 301-71.207c

(3) Maintenance of Receipts. Relevant travel receipts will be maintained by the Approving Official for each traveler for a period of six years and four months. The change in location for maintenance of receipts from the SFO to the permanent duty station of the Approving Official will take place when implementing instructions are issued by the SFO but no later than the implementation of electronic processing feature of Travel Manager. In order to accommodate the retention period, travel for travel by political appointees will be maintained by the Servicing Finance Office.

1-11.4 Submission and Review of Travel Vouchers.

a. Submission Procedures. When submitting vouchers, the following will be observed:

(1) Travel vouchers should be prepared by using Travel Manager travel document processing software or forms may be typed when prepared by clerical personnel from information provided by the

traveler. However, typing of travel voucher forms is not required and should not be done when travelers prepare legible, handwritten vouchers. Handwritten vouchers must be prepared in ink. FTR 301-71.207

(2) Blanket travelers will submit to the Approving Official a travel voucher for the preceding month's travel no later than the 5th working day of the current month with a copy of the travel authorization(s) and all required receipts related to travel. FTR 301-71.207d and FTR 301-52.7

(3) Specific trip travelers will submit to the Approving Official a travel voucher within 5 working days after completing each specific trip with a copy of the travel authorization and all required receipts related to the trip. FTR 301-71.207d and FTR 301-52.7

(4) All travelers will submit an original or electronic copy of the travel voucher to the Approving Official.

(5) The Approving Official will determine within seven days if the voucher is proper. Date stamping with the date the voucher is received from the employee is recommended. If the voucher is not proper, the voucher will be returned with the items to be corrected noted. The Approving Official will forward the proper and approved voucher to the respective Servicing Finance Office no later than the seventh day after receipt of the voucher from the employee. FTR 301-52.18 and FTR 301-71.208

(6) Electronic signatures produced by Travel Manager are accepted in lieu of an original signatures in ink provided that adequate and approved security is maintained. FTR 301-52.3, FTR 301-71.3, and FTR 301-71.207b

b. Review to Confirm Travel Was Performed as Authorized. The travel authorizing/Approving Official or his/her designee (e.g., supervisor) shall review the completed voucher to confirm that the travel for which expenses are being claimed was performed as authorized. The individual who performs the voucher review should have full knowledge of the employee's activities. Administrative approval of the voucher shall be in accordance with 1-11.6. FTR 301-71.207a

c. Administrative Voucher Review. The travel authorizing/Approving Official or his/her designee (e.g., supervisor) shall ensure that the voucher is properly prepared according to pertinent regulations and DOL procedures before it is approved for payment. FTR 301-71.203b This agency official shall review the claim to:

(1) Ascertain accuracy of the amounts claimed;

(2) Determine whether the types of expenses claimed are authorized and allowable expenses;

(3) Ensure that required receipts are reviewed for relevancy and appropriateness. Receipts will be maintained by the Approving Official at the permanent duty station of the Approving Official for a period of six years and four months. When an employee transfers with DOL, the receipts will be forwarded promptly to the employees new office. When an employee leaves DOL the receipts will be promptly forwarded to the Servicing Finance Office; and

(4) The Approving Official shall refuse to approve any voucher on which there are questionable claims. The Approving Official shall explain the reason to the traveler for disapproval, ask for an explanation and, if needed, return the voucher to the traveler for correction or clarification. FTR 301-71.205 and FTR 301-71.207f In such cases, the employee is required to submit a corrected voucher (if needed) and re-sign the voucher and date the voucher with the date of re-submission.

Each supervisor or employee who approves or directs travel or reviews, certifies or approves reimbursement of travel expenses is expected to exercise due care and economy in all matters involving travel.

Supervisory officials should also have a thorough knowledge of the provisions contained within this Chapter and of the circumstances surrounding the travel of their employees. They are responsible for ensuring the propriety of travel claims/payments to be made by the Government, bearing in mind that exercise of this responsibility is necessary to control travel expenditures.

When a voucher reflects incidental travel expenses which require specific approval, the Approving Official will assure that the expenses are reasonable and proper. The Approving Official's signature indicates:

(1) that to the best of the official's knowledge all the facts set-forth on the voucher are correct;

(2) that all claims are made in accordance with this Chapter; and

(3) that all expenses are reasonable and necessary for the conduct of Government business as well as requirements of 1-11.7. FTR 301-71.203b and FTR 301-71.205

d. Finance Office Responsibilities

(1) Accounting Responsibilities. The Servicing Finance Offices which have accounting responsibilities pertaining to the payment of travel and transportation reimbursement claims shall carry out their responsibilities in accordance with procedures prescribed by the General Accounting Office in the GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures. Additionally, SFOs shall establish procedures for collecting unused passenger tickets and transportation refund applications and for initiating the refund process in accordance with 41 CFR 101-41.209 and 101-41.210 (see 1-3.5). SFOs are responsible for: (a) processing travel advance requests and auditing and paying travel vouchers; (b) maintaining current records and controls on all travel advances; (c) conducting reviews of outstanding travel advance balances due from travelers and from employees being transferred or separated; (d) initiating collection action for travel advances as required by 1-10.3d; (e) informing travelers of pertinent changes to Departmental travel policies; (f) pay travel vouchers timely. Unless an employee does not have a bank account, reimbursement to the employee will be made by EFT; and (g) pay employees late fees when vouchers are not paid in 30 days as appropriate and as provided in 1-11.6. FTR 301-71.207e FTR 301-52.20 and 301-71.210

(2) Certifying Officer Responsibilities. The certifying officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of the voucher under paragraph (b) or (c) of this section. FTR 301-71.203a Therefore, the certifying officer may reject any claim which is believed to be improper. When arithmetic errors or obvious omissions are discovered, the voucher examiner shall revise the amounts on the travel voucher as required (plus or minus),

pay the undisputed amount, and forward to the traveler an explanation of all deductions over \$10. The voucher examiner shall notify the traveler. FTR 301-71.207f All travel vouchers included in the sample selected pursuant to (3) below, and all vouchers not included in the statistical sampling universe are subject to these procedures.

(3) Statistical Sampling. Statistical sampling in voucher auditing is a procedure which relies on the principles of probability to collect facts about the accuracy and other characteristics of the total (universe), by comprehensively auditing only a sample of the universe, to arrive at a decision representative of all the vouchers in that universe. The purpose of utilizing statistical sampling in the audit of vouchers is to expedite voucher processing, reduce the amount of time and overall costs devoted to auditing and, most importantly, enable financial managers to divert available staff resources to other critical functions of the office. Therefore, all Servicing Finance Offices are required to use statistical sampling in auditing travel vouchers and maintain a monthly Record of Statistically Sampled Vouchers records in accordance with instructions issued by the OCFO. When receipts are no longer maintained by the SFOs but maintained by Approving Officials, Servicing Finance Offices will sample a subset of the regular sample to assure receipts are available. Sampling criteria will be provided by the OCFO.

1-11.5 Preparation of Voucher.

a. Itemization.

(1) Chronological Order. Expenses incurred shall be itemized on travel reimbursement vouchers in chronological order. Travelers may enter total amounts spent during a voucher period for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.

(2) Leave of Absence. When leave of absence of any kind is taken while an employee is in a travel status, the type of leave and number of hours of leave (if four hours or more) for each day shall be recorded on the travel voucher. (See 1-7.15 for more information on leave while in travel status.)

(3) Indirect-Route Travel. The travel voucher should set-forth the details of the expenses actually incurred, the date of departure from the post of duty, and the date of arrival at the place of duty. Where leave has been taken while in travel status, the date and time that leave began and terminated should be shown. The employee shall be charged annual leave for any excess official time resulting from the indirect or interrupted travel.

(4) Cost Comparison. When an employee for personal convenience travels by indirect-route or interrupts travel by direct-route, the amount of the cost to be borne by the Department is to be determined by having the employee complete a cost comparison between the actual costs incurred and the expenses which would have been incurred had the employee traveled directly to the TDY location by a usually traveled route. The employee will be reimbursed the lesser amount. FTR 301-10.8

b. Required Information.

(1) The traveler must provide an itemized list of expenses and any additional information required by the agency, except:

(i) When the traveler is authorized lodgings-plus per diem, the traveler must state the M&IE allowance on a daily basis;

(ii) When the traveler is authorized a reduced per diem, you must state the reduced rate your agency authorizes on a daily basis; and FTR 301-70.200e

(iii) When the agency limits M&IE reimbursement to the prescribed maximum M&IE for the locality concerned, the traveler must state the reduced rate on a daily basis.

(2) The type of leave and the number of hours of leave for each day;

(3) The date of arrival and departure from the TDY station and any non-duty points visited when the traveler travels by an indirect route other than a stopover to change planes or embark/disembark passengers. The traveler must show this same information for points where you perform TDY or for a stopover or

official rest stop location when the arrival or departure affects your per diem allowance or other travel expenses. The traveler also should show the dates for other points visited. The traveler does not have to record departure/arrival times, but must annotate the travel claim when travel is more than 12 hours but not exceeding 24 hours to reflect that fact.; FTR 301-11.10

(4) When cash was used to pay for common carrier, a signed statement, "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."
FTR 301-52.2

c. Erasures and Alterations. Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt. FTR 301-52.3

d. Purpose of Travel Statement. The purpose(s) of travel shall be stated on the travel voucher form for each trip for which reimbursement is being claimed. If travel is performed for several different purposes, such as travel authorized under an unlimited open authorization or a limited open authorization, the purpose of travel for each trip must be stated on the reimbursement claim. The purpose of travel statement should be consistent with the purpose(s) stated on the corresponding travel authorization. (See 1-1.102c). When using Travel Manager to prepare the voucher, the purpose of the trip will be entered into the comment section of the voucher.

e. Payment of Travel Reimbursements. All travel reimbursements will be paid via EFT unless the employee does not have a bank account. Payment will be made to the account listed in the official payroll records. Upon receipt of a request, payment will be made to an alternative account. If a change occurs to the alternative account, the employee must notify the Servicing Finance Office. When needed, employees will provide bank account and routing information to the Servicing Finance Office using Treasury Form FMS 2231 - FastStart Direct Deposit Form.

1-11.6 Timing of Travel Reimbursement.

a. DOL Policy. It is the Department's policy that travel vouchers be paid within 20 work days of submission of a proper traveler's voucher to the Approving Official. In order to achieve this, authority to approve such vouchers should be delegated to supervisory levels deemed necessary to comply with all the laws, regulations and policies governing travel. Multiple approval levels need to be eliminated.

b. Government-wide Policy. Travel reimbursement must be made to the traveler within 30 calendar days after the traveler submits a proper voucher to the Approving Official. The agency must inform the traveler within 7 calendar days after receipt of the voucher if the voucher contains an error which would prevent payment within 30 calendar days after submission and provide reasons why the voucher is not proper. The agency must track submissions by either annotating the voucher as to time and date of receipt or (in DOL) use the electronic processing feature of Travel Manager to track voucher transmittal and receipt. FTR 301-52.17, FTR 301-52.18, FTR 301-71.204, and FTR 301-71.208

c. Vouchers - Failed Audit. Vouchers found to be materially in error by a Servicing Finance Office voucher examiner will be returned to the traveler and the payment clock in "b" above will be set to "0".

d. Failure to Pay Vouchers Timely. The agency must pay a late payment fee in addition to the amount due to the traveler if the agency fails to reimburse the traveler within 30 calendar days after receipt of a proper voucher by the Approving Official. FTR 301-52.19 and FTR 301-71.209

e. Calculation of Late Fee.

(1) Late payment fees are calculated by using the prevailing Prompt Payment Act Interest Rate beginning on the 31st day after submission of a proper travel claim and ending on the date on which payment is made. (Interest paid under this provision is not taxable.)

(2) In addition to this fee, when applicable, an amount (when computed as \$1.00 or more) will be paid equivalent to any late payment charge that the card contractor would have been able to

charge to the employee had the bill not been paid. Payment of this additional fee will be based upon the effective date that a late payment charge would be allowed under the agreement between the employee and the card holder. (Such fees paid under this provision are taxable.) Currently, payment of this additional fee is moot in DOL since the present charge card contractor does not impose such a fee on DOL card holders. FTR 301-52.20, FTR 301-52.21, FTR 301-52.22, FTR 301-52.23, 301-71.210, 301-71.211, 301-71.212 and 301-71.213

f. Employee Obligation to Pay Charge Card Bill. The above provisions do not change the employee's obligation to pay a charge card bill in accordance with the cardholder agreement. FTR 301-52.24 and 301-71.214

1-11.7 Suspension of Charges.

a. Denial of Claim. Items in travel vouchers not stated in accordance with this regulation, expense not itemized properly, claims for expenses not authorized, or not properly supported by receipts when required shall be suspended, and the notification of such action shall indicate the reasons therefor. The traveler shall also be told how to appeal suspended items and the process and schedule for deciding the appeal. Such items as may be subsequently allowable shall be included in a subsequent regular or supplemental travel voucher. Full itemization shall be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof. FTR 301-52.8, FTR 301-52.9, FTR 301-71.205 and FTR 301-71.206

b. Challenge of a Disallowed Claim. To challenge a disallowed claim the traveler must:

(1) File a new claim.

(2) Provide full itemization for all disallowed items reclaimed.

(3) Provide receipts for all disallowed items reclaimed that require receipts, except that the traveler does not have to provide a receipt if the agency already has the receipt.

(4) Provide a copy of the notice of disallowance.

(5) State the proper authority for the claim if the reclaim is a challenge of the agency's application of the law or statute.

(6) Follow agency's procedures for challenging disallowed claims. (See 1-11.7c below)

(7) If after reconsideration by the agency and the traveler's claim is still denied, the traveler may submit the claim for adjudication to the GSA Board of Contract Appeals in accordance with 48 CFR Part 6104. FTR 301-52.10 and FTR 301-52.11

c. DOL Reclaim Procedure. If a traveler does not concur in an administrative exception to the claim for reimbursement (See 1-1.101g.), the traveler may resubmit the disallowed items on another travel voucher. The word "RECLAIM" should appear in the upper right-hand corner of such vouchers. Travel vouchers should not contain a combination of reclaim items and new claim items. A memorandum stating the reasons the traveler believes the disallowed items should be allowed must be attached to the reclaim travel voucher. The statement of administrative exception which the Servicing Finance Office originally sent to the traveler must also be attached to the reclaim. FTR 301-71.207g

1-11.8 Requesting Interpretations of Travel Policy.

The Office of the Chief Financial Officer (OCFO) has responsibility for travel policy within the Department. OCFO is the only office in the Department authorized to obtain interpretations on travel policy from other Federal agencies (e.g., GSA, OMB, etc.). On other matters dealing with international travel, the Bureau of International Labor Affairs (ILAB) is authorized to work with the State Department.

1-11.9 Requesting GSA Board of Contract Appeals Decisions.

a. Policy.

(1) The Secretary, his/her designee, any certifying or contracting officer, or employee has the right to apply for and obtain a decision by the Board of Contract Appeals. To insure that requests

for decisions will be made in an orderly manner and under proper control, all requests for decisions involving travel policy will be made through the OCFO. This control will prevent duplicate requests and will provide a central point of contact within the Department for the GSA Board of Contract Appeals.

(2) A request for decision must be based on fact and not on hypothetical cases otherwise the Board of Contract Appeals will not render an opinion. Reasonable care should be exercised to preclude requests on matters covered by previous decisions. Individuals needing advice should research published decisions, and should discuss the matter with others who are knowledgeable in related fields. All of these points should be checked prior to submitting a request through OCFO for a Board of Contract Appeals decision. The Board of Contract Appeals' has an Internet address, <http://www.gsbca.gsa.gov> where its cases are made available.

(3) Employees have the right to request a decision from GSA on claims which are disallowed. In those instances where the disallowed item is based upon an interpretation of travel policies not addressed in previous Comptroller General's or Board of Contract Appeals decisions, the Department will request a decision on behalf of the employee. In all other instances, the employee must personally request the decision from the Board of Contract Appeals.

(4) All requests are to be given fair and impartial treatment. FTR 301-71.207f

b. Procedures.

(1) In the Regions, agency officials, certifying officers, claimants, or contracting officers will forward their requests for decisions to the Regional Administrator-OASAM for review, clearance, and subsequent transmittal to OCFO. MSHA District Managers or individuals in equivalent positions will forward their requests to MSHA's Branch of Finance in Denver, Colorado.

(2) The National Office of the respective agencies will forward their requests to OCFO.

(3) Requests for a Board of Contract Appeals' decision will be prepared for the signature of the Chief Financial Officer

unless the certifying or contracting officer wants to sign the request. All requests will be cleared through the Chief Financial Officer.

(4) All requests for decisions should be developed with extreme care and the points at issue should be indicated clearly. The requests should identify all pertinent facts that might bear on the matter.

(5) Board of Contract Appeals' decisions, or other written responses in lieu of decisions, will be transmitted by the OCFO to the appropriate originating organization or individual. FTR 301-71.207f

CHAPTER 1. GENERAL TRAVEL REGULATIONS

PART 12. EMERGENCY TRAVEL DUE TO
ILLNESS, INJURY OR
A PERSONAL EMERGENCY

1-12.1 General.

Transportation and per diem expenses may be allowed to the extent provided in this Part when an employee discontinues or interrupts a temporary duty travel assignment before its completion because of incapacitating illness or injury or a personal emergency situation.

1-12.2 Agency Responsibility/Delegation of Authority.

Agencies may authorize or approve reimbursement for transportation and per diem expenses based on the exigencies of the employee's personal situation and the agency mission. In each case, a review will be made of the specific circumstances to ensure that emergency travel is properly justified and that costs incurred are commensurate with actual needs. For example, each request will be evaluated to determine the extent of actual entitlements and reasonableness of costs claimed in conjunction with the emergency. Authority to approve reimbursement for a personal emergency situation is delegated to the Approving Official. FTR 301-70.500a and FTR 301-70.500b

1-12.3 Employee Responsibility and Documentation.

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation which necessitates discontinuance or interruption of the temporary duty travel assignment, the traveler should attempt to contact the Approving Official on the travel authorization for instructions. In the event that such contact cannot be made on a timely basis, notification should be made as soon as practicable. In instances where the employee is requesting reimbursement of travel expenses due to a personal emergency situation, the employee shall attach a statement to the travel voucher or include within providing the details of the situation which required the emergency travel. This statement will be reviewed by the

appropriate agency official, who will either approve or deny the request. FTR 301-30.3 and FTR 300-1.3c

1-12.4 Definitions.

As used in this Part, the following definitions apply:

a. Official Station. The term "official station" also refers to the home or regular place of business as it pertains to experts and consultants described in 5 U.S.C. 5703. (See 1-1.3c(2).)

b. Alternate Location. An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is not considered to be an alternate location.

c. Incapacitating Illness or Injury of Employee. For purposes of this Part, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a temporary duty location. It does not include:

(i) prearranged or planned medical treatment;

(ii) examination or treatment which can be postponed without hardship; and

(iii) situations where the employee becomes incapacitated prior to or after completion of a TDY assignment. FTR 301-30.1

d. Family. Family means those individuals defined in 2-1.4f of DLMS 7, Chapter 2 who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, when warranted by the circumstances of a particular emergency situation, an agency may on an individual case

basis expand this definition to encompass other members of the extended family of an employee and employee's spouse, such as the individuals named in 2-1.4e of DLMS 7, Chapter 2 who are not dependents of the employee or members of the employee's immediate household. In using this authority and deciding each case, agencies shall evaluate the extent of the emergency and the employee's relationship to, and degree of responsibility for, the individual(s) involved in the emergency situation. FTR 300-3.1, FTR 301-30.2, FTR 301-70.500d and FTR 301-70.508

e. Personal Emergency Situation. Personal emergency situation means the death or serious illness or injury of a member of the employee's family or a catastrophic occurrence or impending disaster such as a fire, flood, or act of God which directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a temporary duty location.

f. Serious Illness or Injury of Family Member. Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury; a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening based on the best assessment available; or other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

g. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earth-quake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

1-12.5 Incapacitating Illness or Injury of Employee.

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in 1-12.4c), transportation expenses and per diem may be allowed to the extent provided in this section.

a. Continuation of Per Diem at Point of Interruption. An employee who interrupts the temporary duty assignment because of an incapacitating illness or injury and takes leave of any kind shall be allowed a per diem allowance under the provisions of 1-7.6 not-to-exceed the maximum rates prescribed under 1-7.3 for the location where the interruption occurs. Such per diem may be continued for a reasonable period, normally not-to-exceed 14 calendar days (including fractional days) for any one period of absence. However, a longer period may be approved by the employee's agency if justified by the circumstances of a particular case. The point of interruption may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem shall not be allowed while an employee is confined to the hospital or medical facility that is within the proximity of the official station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station. FTR 301-30.4a, 301-30.5a, 301-30.5b FTR 301-70.501 and FTR 301-70.502

(1) Receipt of Payments from Other Federal Sources. If, while in travel status under circumstances described in paragraph "a" of this section, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Veterans Administration or military hospital) other than 5 U.S.C. 8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee. 301-30.5b

(2) Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the agency concerned, as required by that agency under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.

b. Return to Official Station or Home. When an employee discontinues a temporary duty assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Such return travel may be from the point of interruption or other point where the per diem allowance was continued as provided in paragraph "a" of this section. If, when the employee's health has been restored, the agency decides that it is in

the Government's interest to return the employee to the temporary duty location, such return is considered to be a new travel assignment at Government expense. FTR 301-70.502 and FTR 301-30.4c

c. Travel to an Alternate Location and Return to the Temporary Duty Assignment.

(1) Conditions and Allowable Expenses. When an employee, with the approval of an appropriate agency official, interrupts a temporary duty assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the temporary duty assignment, reimbursement for certain excess travel costs may be allowed as provided in paragraph c(2) of this section. The nearest hospital or medical facility capable of treating the employee's illness or injury will not be considered an alternate location (see 1-12.4b). 301-30.4b and FTR 301-70.500c

(2) Calculation of Excess Costs. The reimbursement that may be authorized or approved under paragraph c(1) of this section, shall be the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the temporary duty assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the temporary duty assignment. (No per diem is allowed for the time spent at the alternate location if the employee is confined to a medical facility.) The constructive cost of travel is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location (had the travel begun at the official station) plus per diem calculated under Part 7 for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location. An alternate location is a destination other than the employee's official station or the point of interruption. FTR 301-70.504 and FTR 301-70.505

1-12.6 Personal Emergency Situation.

a. Return to Official Station or Home. When an employee discontinues a temporary duty assignment before its completion because of a personal emergency situation as defined in 1-12.4e, expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate agency official, for return travel from the point of interruption to the official station. If, when the personal emergency situation has been resolved, the agency decides that it is in the Government's interest to return the employee to the temporary duty location, such return is considered to be a new travel assignment at Government expense and requires a new travel authorization. An interrupted trip authorized under a blanket authorization may be continued without further authorization. 301-30.4c, 301-70.503 and FTR 301-70.506

b. Travel to an Alternate Location and Return to the Temporary Duty Assignment. When an employee, with the approval of an appropriate agency official, interrupts a temporary duty assignment because of a personal emergency situation, takes leave of absence for travel to an alternate location where the personal emergency exists, and returns to the temporary duty assignment, reimbursement may be allowed for certain excess travel costs (transportation and en route per diem) to the same extent as provided in 1-12.5c for incapacitating illness or injury of the employee. FTR 301-70.500c and FTR 301-70.507

1-12.7 Procurement of Transportation.

a. Use of Discount Fares. The discount fares offered by contract air carriers in certain city pairs, as well as other reduced fares available to Federal travelers on official business, should be used to the extent possible for travel authorized or approved under this Part.

b. Return to Official Station. When the employee is authorized emergency return travel, from the point of interruption or discontinuance of the travel assignment to the official station, appropriate transportation services may be purchased by the agency or the employee. The unused return portion of round-trip transportation tickets procured by the agency for the travel assignment shall be used, if appropriate, for the mode of transportation required for the emergency travel. If not used, the agency and the employee shall ensure that all unused tickets are properly accounted for (see 1-3.5).

c. Travel Necessitated by Accident, Injury, or Death in the Family or Personal Emergency Situation. Transportation and subsistence expenses may be allowed when an employee discontinues or interrupts a TDY travel assignment because of an incapacitating illness or injury or a personal emergency situation. Where an employee is incapacitated by an illness or injury, the Department shall pay travel and transportation costs in accordance with 1-12.5b for the employee to return to the official duty station or to an alternate location for treatment in accordance with 1-12.5c. The Department shall also pay travel and transportation costs for an employee to return to the official duty station due to the death of a member of the employee's family as defined in DLMS 7, Chapter 2-1.4f. Eligibility for reimbursement for all other situations will be based upon the facts and evaluated in accordance with DLMS 7, Chapter 2-1.4f. Where an employee is incapacitated by injury or illness while in TDY status, an individual who attends to the employee may be allowed the cost of transportation from the official duty station to the TDY point and return. However, the attendant may not be reimbursed for subsistence expenses.

1-12.8 Additional Guidance.

a. Motor Vehicle Accident. DOL employees involved in motor vehicle accidents which result in property damage or personal injury, must follow strictly the instructions contained in DLMS-4, Sections 820 and 840, and DLMS-2, Section 1500.

b. Common Carrier and Pedestrian Accidents. When an employee is injured as the result of an accident involving a common carrier or as a pedestrian, the employee will:

- (1) Notify immediately the supervisor of the accident and all pertinent facts;
- (2) Cooperate with law enforcement officials; and
- (3) Furnish no statements to anyone representing any company.

The supervisor will notify the DOL Solicitor, who will determine whether the Government has any liability.

c. Minimizing an Accident or Injury. Every effort should be made to avoid further complications, such as a second accident or further physical injury. If injured, the employee should seek prompt medical attention to avoid secondary complications of a wound, fracture, etc.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

PART 13. COLLECTION OF UNDISPUTED
DELINQUENT AMOUNTS OWED TO A
GOVERNMENT CHARGE CARD CONTRACTOR1-13.1 Authority.

By law (5 U.S.C. 5707; 40 U.S.C. 486(C)) Federal Agencies may collect undisputed delinquent amounts that employees owe to a Government travel charge card contractor upon written request of the contractor. Amounts collected must be forwarded promptly to the contractor. FTR 301-54.1 and FTR 301-76.1

1-13.2 Due Process Requirements.

The Department's debt collection procedures provide for due process requirements(see DLMS-6, Chapter 1100, paragraph 1126). This section provides that a minimum of 30 days' written notice be given of the Department's intent to collect the monies before the actual offset is made.

a. Agency Requirements. Prior to initiation of collection DOL must:

(1) Provide the employee with written notice including a copy of the charge card contractor's request for payment that outlines the type and amount of the claim, the intention to collect the claim by deduction from the employee's disposable pay and an explanation of the employees rights as a debtor (See c. below for a definition of disposable pay).

(2) Give the employee the opportunity to inspect and copy records related to the claim.

(3) Allow the employee to request a review by the Assistant Secretary for Administration and Management of the agency decision to collect the amount. The request for review must be sent to the OASAM Finance Officer or MSHA Finance Office (for MSHA employees) or their designee(s). The Finance Officer will send the

request to the Assistant Secretary for Administration and Management for review and disposition.

(4) Provide the employee with an opportunity to make a written agreement with the contractor to repay the delinquent amount of the claim. FTR 301-54.100 and FTR 301-76.100

(5) Reimburse employees for amounts claimed under applicable travel regulations prior to initiation of a collection notice. In such cases where a collection request has been received but the employee has not been reimbursed, the Servicing Finance Office will notify the contractor of the payment date to the employee and circumstances associated with the delayed reimbursement. However, if an employee has not submitted a proper travel claim within DOL required time frames as provided in 1-11.4a and there are no extenuating circumstances, DOL may collect at the request of the charge card contractor the undisputed delinquent amounts based on the amounts charged on the travel charge card. FTR 301-54.101 and FTR 301-76.102

b. Collection Limits. The maximum that DOL can collect from the employees' disposable pay is 15 percent a pay period, unless the employee agrees in writing to a larger percentage. FTR 301-54.102 and FTR 301-76.103

c. Disposable Pay. For the purposes of this Part disposable pay is the employees' compensation remaining after deduction from earnings of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as health insurance, savings bonds, charitable contributions, etc. Deductions may be made from any type of pay that the employee receives from DOL, e.g., basic pay, special pay, retirement pay, or incentive pay. FTR 301-54.2 and FTR 301-76.2

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 14. E X P E N S E S F O R T H R E A T E N E D
L A W E N F O R C E M E N T / I N V E S T I G A T I V E
E M P L O Y E E S

1-14.1 Authority.

Agency Heads, after consultation with the Inspector General for the Department, may authorize or approve payment of subsistence and certain transportation expenses for threatened individuals (see 1-14.4) whose lives are placed in jeopardy as a result of the employee's assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the official station within or outside CONUS. FTR 301-31.1

1-14.2 Agency Responsibility/Delegation of Authority.

A request for authorization of expenses under this Part must be made to the Agency Head, describe the circumstances of the travel, and certify the necessity. Agency Heads may not further delegate their authority under this Part. FTR 301-70.600

1-14.3 Policy.

The authority under 1-14.1 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration (normally no more than 60 days) and the only feasible alternative is to transfer the employees to a new duty station. The Agency Head must make the final decision as to how long such payments should continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a change of official station for protective purposes. FTR 301-70.600 and FTR 301-31.13

1-14.4 Eligible Individuals.

Employees (as defined in 1-1.3c(9)) who specifically serve in a law enforcement, investigative, or similar capacity, or other Federal employees detailed into these capacities for special law enforcement/investigational purposes, are eligible for the allowances

covered by this Part. The employing agency shall be deemed to be the one to whom the employee was assigned at the time of the threat. Members of such employees' immediate families (as defined in 41CFR302-1.4(f)) are also eligible. "Family" includes any member of your immediate family as defined in this chapter. However, the agency may, on a case-by-case basis, expand this definition to include other members of the traveler's and/or the traveler's spouse's extended family. FTR 300-3.1, 300-31.2 and 300-31.3

1-14.5 Procedures for Evaluating Risk to Threatened Individuals.

When a situation occurs that appears to be life- threatening, the agency's first responsibility is to take any appropriate action necessary to protect the eligible individual(s), including removal from the home. The agency may ask the Criminal Division of the Department of Justice (DOJ) for assistance in determining the degree and seriousness of the threat. The agency, however, ultimately is responsible for deciding in each individual case, based on its own assessment of the situation (and the advice of the DOJ, if requested and furnished), whether protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that will be approved. Authorization of transportation and subsistence expenses are based on the nature of the threat and need not be authorized if the agency determines the threat does not warrant payment. At 30-day intervals, the agency will reevaluate the situation and decide whether any further extension of the time period is appropriate. FTR 301-31.4, FTR 301-70.600 and FTR 301-70.602

1-14.6 Eligibility Conditions and Limitations.

a. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the agency decides to invoke the provisions of this Part in a particular situation. Normally, subsistence payments may be allowed for a period of no more than 60 days; the agency may, however, approve extensions of the time period as provided in 1-14.5. If the threatened individuals are directed to move immediately into temporary accommodations while the agency assesses the degree and seriousness of the threat, subsistence payments for this period may be allowed, even when the agency ultimately determines that the threat is not serious or no longer exists and decides to return the individuals to their home. When

necessary occupancy of temporary living accommodations is expected to exceed 120 days, the agency should consider whether permanently relocating the employee would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station. FTR 301-31.4, FTR 301-31.13 and FTR 301-70.601

b. Location of Temporary Living Accommodations. The temporary living accommodations may be located in the vicinity of the employee's official station or at an alternate location away from the official station as circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The agency will designate the appropriate locations. FTR 301-70.600e, FTR 301-31.6 and FTR 301-31.7

1-14.7 Allowable Subsistence Payments.

a. Expenses Covered. Payments under this authority are intended to cover only reasonable and necessary subsistence expenses actually incurred incident to the occupancy of temporary living accommodations. Subsistence payments generally will be limited to the cost of lodgings. (Actual subsistence may be authorized; per diem allowance may not be authorized.) FTR 301-31.11 However, certain expenses for meals, laundry, and cleaning of clothing may be allowed as provided in paragraph "c" of this section. FTR 301-31.9

b. Determining Allowable Lodging Costs.

(1) Allowable Costs for Daily Rentals. The same costs allowed in 1-7.9c for lodging facilities obtained in connection with temporary duty travel may be allowed for temporary living accommodations.

(2) Allowable Types of Costs for Other-than-Daily Rentals. When an eligible individual rents lodgings on an other-than-daily basis for temporary occupancy, the allowable costs shall be converted to a daily basis using the general guidelines under 1-7.14 which apply to lodgings obtained in connection with temporary duty travel.

c. Determining Other Allowable Expenses. Costs of food, laundry, and cleaning of clothing are expenses incurred in day-to-day

living. Such expenses should be considered the responsibility of the employee and normally will not be reimbursed. However, if temporary living accommodations contain cooking and/or laundry facilities, or other extenuating circumstances are present, certain of these expenses may be allowed to the extent determined appropriate by the agency. FTR 301-31.9

d. Maximum Allowable Amount.

(1) Method of Computation. An agency may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under paragraph d(2) of this section multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses required to be itemized under paragraph "e" of this section, will be totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period as prescribed under paragraph d(2) of this section.

(2) Daily Limitations. The maximum amount of subsistence payments for each 30 day period (or fraction thereof) will be based on daily limitations calculated as provided in paragraphs d(2)(i) through (v) of this section. If subsistence payments are authorized only for lodging costs, the daily limitations shall be reduced appropriately.

(i) For the employee, or for the unaccompanied spouse (one who necessarily occupies temporary accommodations without the employee or in a location separate from the employee), the daily limitation shall be an amount prescribed by the agency that shall not exceed the applicable maximum per diem rate prescribed under 1-7.3 for the location of the temporary living accommodations.

(ii) For the spouse accompanied by the employee, the daily limitation shall not exceed three-fourths of the employee's daily limitation.

(iii) For each other member of the employee's immediate family who is 12 years of age or older, the daily limitation shall not exceed three-fourths of the daily limitation established for the employee or the unaccompanied spouse, as appropriate.

(iv) For each member of the employee's immediate family who is under 12 years of age, the daily limitation shall not exceed one-half of the daily limitation established for the employee or the unaccompanied spouse as appropriate.

(v) For each member of the immediate family who necessarily occupies temporary living accommodations without, or at a location separate from, either the employee or the spouse, the agency may, when the limitations stated in paragraphs d(2)(iii) and (iv) of this section are inadequate, establish an appropriate higher daily limitation, that is within the limitation prescribed in paragraph d(2)(i) of this section. FTR 301-31.10

e. Itemization and Receipts. The actual expenses shall be itemized in a manner which will permit at a minimum a review of the amounts spent daily for (1) lodging, (2) meals, and (3) other allowable items of subsistence expenses. Receipts shall be required at least for lodging and for any other allowable expenses of \$75.00 or more. FTR 301-70.600 and FTR 301-31.12

1-14.8 Transportation to and from a Location Away from the Employee's Designated Post of Duty.

The agency may approve the payment of transportation expenses when a situation described in 1-14.1 requires the employee and/or members of the immediate family to be temporarily relocated to a place away from the employee's designated post of duty. Transportation to and from such location shall be in accordance with the governing provisions of Parts 2 through 4 of this Chapter unless the agency specifically approves a deviation from the rules for security reasons (see 1-10.2 regarding use of cash to procure transportation services in emergency circumstances). The documentation provisions of 1-14.9 govern in such instances. FTR 301-31.4, FTR 301-31.5. FTR 301-31.8

1-14.9 Payment of Claims.

In instances when documentation might compromise the security of the individuals involved, the head of the agency may waive all but absolutely essential documentation requirements. FTR 301-31.15

1-14.10 Advance of Funds.

Funds may be advanced for subsistence and transportation expenses covered under this Part in accordance with 1-10.3. The advance of funds will be at intervals prescribed by the agency but for no more than a 30-day period at a time. The amount of the advance shall not exceed an amount based on the daily limitations established by the agency. FTR 301-31.14

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 15. T R A V E L M A N A G E M E N T P R O G R A M S

The elements a Federal travel management are:

Subpart A - Travel management services, including electronic travel management services and commercial travel agents under contract to GSA or another Federal agency;

Subpart B - Commercial passenger transportation services (e.g. airlines, rental cars, trains, etc.);

Subpart c - Travel payment system services such as Government contractor-issued individually billed cards, centrally billed accounts, travelers checks, and automated-teller-machine (ATM) services. FTR 301.73.1

Subpart A--Use of Travel Agents and Travel Management Centers (TMC'S)**1-15.1 Scope of Subpart.**

a. This Subpart prescribes policies and procedures for the management of use of commercial travel agents to supply transportation and travel services for Federal employees or officers on official travel. It also provides for the establishment, control, and administration of travel management centers supplying these services to Federal agencies. FTR 301-73.2

b. A Travel Management Center (TMC) is a commercial travel office operated by a travel agent under contract with the General Services Administration (GSA) and administered within DOL by the Assistant Secretary for Administration and Management. FTR 301-73.2 and FTR 301-73.101

1-15.2 Applicability.

This Subpart applies to all employees of the Department of Labor. FTR 301-73.100 and FTR 301-73.200

1-15.3 Restricted Authority to Use Travel Agents.

Except for travel agencies under contract with GSA, designated as Travel Management Centers, use of travel agents is prohibited. Two exceptions to this general rule are contained in 1-3.4(b). FTR 301-50.1

1-15.4 Establishment of TMC'S.

GSA contracts for TMC's in locations where the volume of travel justifies the need for such services.

1-15.5 TMC Responsibilities.

Under the terms of the contract with GSA, a TMC is required to:

a. Comply with the Federal Travel Regulations, 41 CFR 301-304, and similar regulations as applicable;

b. Comply with all appropriate Federal travel programs, such as the GSA scheduled passenger, transportation services contracts (city-pairs), the GSA travel expense payment system (government contractor-issued charge card), and the Fly-America Act (49 U.S.C. App. 1517);

c. Provide a full range of services to assist the traveler or Federal agency (including airline, bus, ship, or train reservations and ticketing; hotel and motel reservations; and commercial auto rentals;

d. Deliver travel documents to designated control points for agencies' convenience;

e. Respond quickly when problems arise regarding changes in a traveler's itinerary; and

f. Provide appropriate management information reports which include all billing activity, summarize travel data, and confirm adherence to Federal travel policies. FTR 301-73.101

1-15.6 GSA Responsibilities.

GSA will handle all required procurement processes. FTR 301-73.101

1-15.7 Agency Responsibilities.

a. The Department may be requested to participate with GSA on a technical review panel to evaluate proposals from travel agents in the selection and evaluation process.

b. Agencies are required to comply with the terms of the GSA contract and may not make separate contractual agreements with TMCs.

c. Before TMC service is initiated, the Servicing Finance Office must establish, as a minimum, certain internal procedures. These are:

(1) Requirements for certification of official travel (for example, a copy of the travel authorization be exchanged for each ticket received at the point of delivery or a travel authorization number); and

(2) Billing and payment procedures, including ticket refunds (for example, an agency with a national or centralized finance office may require field offices to return unused tickets to that office which will, in turn, make a request to the TMC for ticket refunds, rather than have field offices return tickets directly).

(3) Transactions with a TMC are comparable to those made directly with a carrier. Therefore, transactions between the agency and the TMC are governed by applicable audit regulations. In a letter dated March 7, 1996, the Director of Transportation Audits of GSA has granted the Department an indefinite exception to use a blanket GTR when procuring passenger transportation services, for an entire fiscal year, through an authorized TMC. GSA in their delegation stressed the need for DOL to standardize procedures in this area. OASAM, in conjunction with the OCFO, will promulgate instructions regarding the preparation and processing of blanket GTRs. At a minimum, the invoices must relate the ticket numbers to the travel authorization numbers. The tickets should also cite the travel authorization number. When GTR's are issued to a TMC, they shall be made out in the name of the TMC, not the carrier. Similarly, unused

tickets purchased from the TMC shall be returned directly to the TMC for refunds.

(4) Agencies will be requested to participate on a local oversight committee to review TMC performance, coordinate agency and TMC procedures, and provide GSA with requested information. Local oversight committee participation may be on a rotating or permanent basis.

(5) Agencies shall remain responsible for employee compliance with this subtitle, including mandatory use of the contract air/rail carriers program and restrictions on premium-class air travel.

(6) Agencies shall comply with the Prompt Payment Act, as amended (31 U.S.C. 3901), and make timely payments to the TMC in accordance with the Act and Office of Management and Budget guidelines.

1-15.8 Employee Responsibilities.

a. Policy. Employees shall, whenever possible, acquire transportation services, lodging, and rental car(s) through a TMC. TMC's have been instructed to request government contractor credit card information when making reservations on behalf of DOL employees. FTR 301.50.1 and FTR 301-73.200

(1) Required Use of TMCs. Starting January 1, 2001, to implement the Hotel/Motel Fire Safety Act, as amended (see 5 U.S.C. 5707c). use of a TMC to purchase transportation services, lodging, and rental car(s) will become mandatory. Until that time, Authorizing and Approving Officials should encourage travelers to use the travel management system for all common carrier, lodging, and car rental arrangements. FTR 301-73.102 and FTR 301-73.200

(2) Exceptions to Required Use of TMCs. An agency head, or his/her designee, may exempt certain types of travel arrangements from the mandatory use of the travel management system. In certain situations, it may be impractical to make advance reservations, and therefore no reason exists to use a TMCs. FTR 301.73.103

b. Issuance of Tickets. TMC's will issue tickets to employees on contract carriers only, unless the employee presents an approved form DL 1-2024, Request and Authorization for Exception from Standard Contract Terms for City-Pair Service or an equivalent form/memorandum. Employees who must travel in emergency situations may arrange through a TMC to pick up their tickets at the airport terminal. The airlines now add an additional fee for this service. Employees are encouraged to use electronic ticketing when ever possible. Some TMC may convert to electronic ticketing entirely.

c. Unused or Partially Used Tickets. Employees who acquire their ticket with a government-authorized charge card must return the unused or partially used ticket to the TMC and obtain a credit to their charge card account. Employees who acquire their ticket directly from an airline will obtain a credit directly from the airline.

**Subpart B--Use of Contract Airline/Rail Passenger Service
Between Selected Cities/Airports****1-15.20 Scope of Subpart.**

a. This Subpart prescribes policies and procedures governing the use of U.S. certificated air carriers and rail carriers which are under contract with the General Services Administration (GSA) to furnish Federal employees and other persons authorized to travel at Government expense with scheduled airline/rail passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares. Carriers not under contract with GSA (referred to in this memorandum as noncontract carriers) may be used between the selected cities/airports under conditions specified below.

b. The carriers under contract (referred to as awardees), the contract fares, and the selected city and airport pairs to which the contract fares apply are made available by GSA on a GSA Web page <http://www.pub.fss.gsa.gov/services/citypairs/>.

1-15.21 Applicability.

Use of these city-pair contracts is mandatory for all employees of the Department of Labor traveling on official business unless a valid exception has been approved. Use of these contracts for personal travel is prohibited. FTR 301-50.3, FTR 301-73.202 and FTR 301-73.200 Contractors performing work under contract to the Government may not use city-pair rates unless the common carrier specifically extends such use to Government contractors and makes the extension known to the general public.

1-15.22 Alternate Use of Noncontract Rail or Bus Service.

Notwithstanding the provisions of this section, noncontract rail or bus service may be used when the agency determines that these modes are advantageous to the Government (cost, energy, and other factors considered) and compatible with the requirements of the travel mission. The use of contract or other discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is considered advantageous. Whenever these discount fares are offered and the accompanying service will fulfill mission requirements, they should be used to the maximum extent possible.

1-15.23 Responsibility of Awardees.

a. Awardees are not required to furnish services if, at the time of the request for service, the scheduled carrier's conveyance is fully loaded; nor are awardees required to furnish any additional aircraft or railcars to satisfy the transportation requirement. Awardees will provide the official Government traveler with services that are the same as those provided to their commercial passengers in scheduled jet or rail coach service, subject to the rules and procedures published in tariffs filed with the Airline Tariff Publishing Company or contained in the awardees' contracts of carriage.

b. In describing unrestricted contract fares, awardees will use the designator "YCA." Awardees will describe restricted contract fares by using a three-letter designator in which the last two characters will always consist of the letters "CA"; e.g., "QCA."

c. Awardees will issue prepaid tickets at no extra charge to Federal agencies when such tickets are requested by the Government except in accordance with the provisions stated in "d." below. This service, commonly known as prepaid ticket advice (PTA), includes notification between awardees' offices by electronic means or mail that a requestor in one location has purchased and requested issuance of prepaid transportation tickets to a person in another location. Generally, this service is used for Federal travelers who are located in remote areas or at long distances from airports or rail terminals and do not have immediate access to a ticket issuing facility. PTA service should not be used except where exceptional circumstances require use of such service.

d. Awardees may charge the current commercial fee for PTA when the ticket is booked by a TMC and that booking facility/TMC is within 25 miles of the traveler's location and the ticket is booked at least one business day prior to departure. The fee may be waived at the vendors discretion.

1-15.24 Procedures for Obtaining Service.

a. City-pair airline/rail passenger service may be obtained either directly from the carriers or indirectly from a Travel

Management Center (TMC) established by GSA. See Section 1-15.25 below for more information about TMCs.

b. The Department of Labor participates in GSA's travel and transportation expense payment system government contractor-issued charge card); therefore DOL employees will use government contractor-issued charge cards for common carrier tickets to the maximum extent provided. The charge cards may be presented to awardees, TMCs, airline and AMTRAK ticket counters.
FTR 301-73.200 and FTR 301-73.201

c. In those very limited circumstances when a traveler is authorized to use cash to procure service under 41 CFR 101-41.203-2, the traveler shall be prepared to authenticate the trip as official travel. When cash is used, the awardees have the option of furnishing or not furnishing services at the contract fare. If only one contract is awarded for a city/airport pair and the awardee does not provide a contract fare with the use of cash, the traveler shall procure service from the awardee or a noncontract carrier offering the lowest fare. If more than one carrier has been awarded a contract for a city/airport pair, the traveler shall observe the order of awardee succession in selecting an awardee which provides a contract fare with the use of cash. If none of the awardees provides a contract fare with the use of cash, the traveler shall procure service from an awardee or noncontract carrier offering the lowest fare. Cash or personal credit cards may not be used to circumvent the Government's contracts. Reimbursement of cash purchases or with a credit card other than the government contractor-issued card may be significantly delayed due to the approval process.

d. When a reservation for contract service is requested, the fare basis shall be identified as "YCA" (unrestricted) or "CA" (restricted), as appropriate, and the awardee's ticket agent shall be instructed to apply the appropriate fare basis and contract fare. Agencies using teletype ticketing equipment shall examine airline tickets to determine if the tickets contain the correct fare or whether they should be canceled and new tickets issued. Tickets picked up at the airline ticket office shall be verified to ensure that the proper fare is shown on the ticket.

e. Contract fares apply only for the city/airport pairs and are not applicable to or from intermediate points. However, the

contract fares are applicable in conjunction with other published fares or other contract fares.

f. When a city/airport pair contract is awarded and the awardee subsequently offers a fare lower than its contract fare (or that of another awardee) for the same service, the ordering agency may elect to use the lower fare. Promotional, restricted, and those special fares offered by the awardee and applicable only to Government employees on official travel (commonly known as status fares) may be used if the traveler can meet the qualifying restrictions to obtain such fares.

g. When separate contract fares apply for specific airports in selected cities served by more than one airport, travelers may (without further justification) use the airport which best suits their needs considering total costs of the trip, i.e., air fare, land transportation, time, etc. However, employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience only when the employee chooses other than the least cost airport from which to depart and/or return.

1-15.25 Use of Travel Management Centers (TMC's).

a. TMCs are commercial offices operated by travel agents under contract with GSA. TMCs are responsible for providing and arranging all travel services required by the participating agencies. TMC's have been authorized to charge Transaction Fees when booking common carrier transportation. For employees who use a Government sponsored, contractor-issued charge card, such fees will be directly charged to the employee's charge card account and will be reimbursed by DOL when appropriate.

b. When government contractor-issued charge cards are used, travel management services may be furnished by any TMC as provided in Subpart C of this Part. FTR 301-73.301

1-15.26 Progressive Airline Awards for the Same City/Airport Pair.

a. When progressive awards are made for the same city/airport pair, agencies shall obtain contract services in the order of awardee priority. The availability of a lower restricted fare by a secondary awardee does not remove the Government's obligation to request service from the primary awardee. Agencies may use the secondary awardee's

restricted fare only if the exceptions noted in paragraph "b" of this section indicate that the use of the secondary awardee is justified. For example, if the primary awardee offers a YCA fare of \$90 and the secondary awardee offers a YCA fare of \$100 and a QCA fare of \$80, the QCA fare of \$80 may be used only if the primary awardee with the lower YCA fare of \$90 is displaced for reasons noted in paragraph "b" below.

b. The secondary awardee may be used when:

(1) Seating space or the scheduled flight of the primary awardee is not available in time to accomplish the purpose of the travel, or the scheduled flight would require the traveler to incur unnecessary overnight lodging expense;

(2) The primary awardee's flight schedule for the travel involved is inconsistent with the Government's policy of scheduling travel to the maximum extent practicable during normal working hours; or

(3) Based on a cost comparison, the primary awardee's fare, when added to such factors as ground transportation, lost productive time, allowable overtime, and additional overnight lodging expense, would result in higher costs to the Government than the costs resulting from the use of the secondary awardee.

c. When an awardee offers a commercial fare lower than its Government contract fare, the ordering agency may use the lower fare provided the qualifications for obtaining the lower fare are compatible with the agency's travel requirements and provided a cost comparison of total costs prescribed in paragraph b(3) above justifies a change in the order of awardee succession. By offering the general public a fare lower than its contract fare, the awardee assumes the status of a noncontract carrier and the provisions in 1-15.27 apply.

1-15.27 Use of Noncontract Carriers for Listed City/Airport Pairs.

Agencies are authorized to approve the use of noncontract carriers for city/airport pairs 1-3.4a. FTR 301-10.107 This authority has been re-delegated to the Authorizing Official. Use of a noncontract carrier must be supported by facts in the case, justified by the reasons discussed in 1-3.4a and properly documented. Exceptions to the use of city-pair contract flights must be documented

on a form DL 1-2024, Request and Authorization for Exception from Standard Contract Terms for City-Pair Service, or an equivalent form/memorandum, or on individual travel authorizations (if known before travel begins), or approved on vouchers (if not known before travel begins).

1-15.28 Traveler Liability.

In the absence of specific authorization or approval stated on or attached to the travel authorization or travel voucher, a traveler shall be responsible for any difference in the cost that may result from the traveler's unauthorized use of noncontract service or the failure to observe the order of awardee succession. The traveler's indebtedness to the Government shall be the difference between the price of the service used and the lowest contract fare applicable to the travel involved. FTR 301-10.109

1-15.29 Use of Contract City-Pair Fares or Other Government Discount Fares for Personal Trips.

Employees may not obtain contract city-pair fares or other Government discount fares (i.e., MDG, YDG, QDG, etc.) for personal trips or for spouses or dependents accompanying them while they are traveling on official Government business. FTR 301-73.202 Additionally, an employee who takes an indirect route for personal reasons may not use contract city-pair fares or other Government discount fares for those segments of the trip which are not directly between locations where the traveler is required to be for official Government business. Employees who take indirect trips are to obtain their tickets on contract city-pair or other Government discount fare carriers as if they were traveling on a direct route between TDY locations. The tickets should be obtained through the use of a contractor-issued charge card or TMC. The employee should then exchange the ticket acquired for one including the indirect points without benefits of contract city-pair fares or other Government discount fares for those localities and pay any additional fare with personal funds.

**Subpart C--Travel and Transportation Expense Payment System:
Contractor-Issued Charge Cards, Centrally Billed Accounts, Traveler
Checks, and Automated-Teller-Machine (ATM) Services.**

1-15.40 Scope of Subpart.

This Subpart prescribes policies and procedures governing the use of the General Services Administration (GSA) travel and transportation expense payment system. GSA has contracted for the issuance and maintenance of individual contractor-issued charge cards, the establishment of centrally billed accounts, the issuance of travelers checks, and the provision of automated-teller-machine (ATM) services. The GSA travel and transportation expense program includes provisions for the following:

a. Individual employee government contractor-issued charge cards used to pay for travel and transportation expenses; i.e., passenger transportation tickets, vehicle rental charges, lodging, meals, etc, except as specified in 1-1,105. (see 1-15.44);

b. Centrally billed accounts used by designated agency offices primarily for the purchase of passenger transportation services (see 1-15.45);

c. Travelers checks (or cash) used for other expenses; i.e., laundry, parking, local transportation, or tips (see 1-15.46); and

d. ATM access at locations throughout the United States and worldwide (see 1-15.47). FTR 301-73.300

1-15.41 Applicability.

This Subpart applies to agencies and individual employees participating in GSA's travel and transportation expense payment system.

1-15.42 Definitions.

For the purposes of this Subpart the following definitions apply:

- a. Automated-Teller-Machine (ATM) services are contractor-provided ATM services which allow cash withdrawals from participating ATM's to be charged to a contractor-issued charge card (see paragraph "c" of this section).
- b. Centrally Billed means a Government Travel System account established by the charge card contractor at the request of a participating agency.
- c. Charge Card means a contractor-issued charge card to be used by travelers of a participating agency to pay for passenger transportation services, subsistence expenses, and other allowable travel and transportation expenses incurred in connection with official travel. FTR 301-73.201
- d. Participating Agency means an agency or department that participates in GSA's travel and transportation expense payment system.
- e. Travel Management Center (TMC) means a commercial travel firm under contract to GSA that provides reservations, ticketing, and related travel management services for official travelers.

1-15.43 Agency Participation and Responsibilities.

a. Participation. The Department participates in the individual government contractor-issued charge card program including the ATM services of the travel and transportation expense payment program contracted by the General Services Administration. Under the new GSA charge card program effective November 30, 1998, it is the responsibility of the traveler to select the vendor that will be most beneficial to the agency's travel and transportation needs. FTR 301-73.301

b. Responsibilities.

(1) Department. The Administrative Officers of ESA, ETA, OSHA, BLS and the Director of the Business Operations Center (BOC), shall appoint coordinators for their respective National Office employees; the Administrative Officers of OIG and MSHA shall appoint coordinators with responsibility nationwide for their particular agencies and Regional Administrators-OASAM shall appoint Regional

Coordinators for all employees within their respective regions except OIG and MSHA. These coordinators shall have the responsibility for authorizing and monitoring the use of government contractor-issued charge cards. In fulfilling their responsibilities, coordinators shall:

(i) Ensure the completeness of employee account card applications;

(ii) Forward the original application to the contractor;

(iii) When requested by the contractor:

(A) Notify employees of delinquent monthly payments; and

(B) Recover the card from the employee in instances where delinquent payments are not justified;

(iv) In instances where delinquent payments are justified (e.g., vouchers timely filed but not processed within the Department's guidelines; advance purchases of excursion airline tickets; administrative error, etc.) notify the contractor's billing office; and

(v) Review contractor's reports to identify employees who:

(A) Have left the Department;

(B) Should not have received a card;

(C) Have more than one card; or

(D) Have billed personal items to the card.

(2) Traveler. Cardholders are personally responsible for all items billed to the card, unless the card was reported lost or stolen prior to the charge being placed on the account. Employees shall pay the contractor in accordance with the contractor's payment terms. The charge card should be secured in the same manner as a

personal charge card. The card shall not be stored or kept by anyone other than the employee, and the employee should not give the card number to another employee to make travel arrangements on his/her behalf. Employees should black-out the last eight digits of the charge card number from all receipts submitted with their travel vouchers.

1-15.44 Individual Employee Charge Cards.

a. Authority. Under 41 CFR 101-41.203, Federal agencies historically used a U.S. Government Transportation Request (GTR), SF 1169, to purchase passenger transportation services directly from a common carrier or through a commercial travel agent under contract to GSA (see Subpart A of this Part). Authority to deviate from 41 CFR 101-41.203 was granted by the Administrator of General Services on August 4, 1983, thus allowing eligible individuals to participate in the charge card program. Government contractor-issued charge cards are the primary method of acquiring transportation services. The charge cards may be used to acquire transportation services directly from the carrier or from a TMC, a travel agent under contract to GSA. FTR 301-73.201

b. Issuing Charge Cards. Government contractor-issued charge cards will be issued to employees who expect to travel on official business more than twice a year. These cards shall be used only for expenses incurred for officially authorized Government travel. FTR 301-51.1, FTR 301-51.5, FTR 301-51.6, FTR 301-70.700, FTR 301-70.705, and FTR 301-70.706 In order to obtain a card an employee must complete an employee card account application for agency approval and submission to the contractor. Incomplete applications must be returned to the employee. The "Agency/Organization" section of the application must be completed by the appropriate Coordinator assigned in accordance with 1-15.43b(1) above.

Each coordinator has been furnished a control account number. The cost center is the four digit organization responsibility cost center code (RCC). The four digit Federal Information Processing Standards (FIPS) codes are provided below.

FIPS/AGENCY NAME

A	ETA	1630 Employment and Training Administration
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E	ESA	1635 Employment Standards Administration
F	OSHA	1650 Occupational Safety And Health Administration
G	OIG	1604 Office of Inspector General
J	BLS	1625 Bureau of Labor Statistics
K	ILAB	1609 Bureau of International Labor Affairs
N	SOL	1603 Office of the Solicitor
R	MSHA	1645 Mine Safety And Health Administration
3	PWBA	1621 Pension and Welfare Benefits Administration
4	SECY	1601 Office of the Secretary
4	OCIA	1607 Office of Congressional and Intergovernmental Affairs
4	OPA	1608 Office of Public Affairs
4	WB	1655 Women's Bureau
4	DEPSEC	1602 Office of the Deputy Secretary
4	ALJ	1613 Office of Administrative Law Judges
4	BRB	1615 Benefits Review Board
4	ECAB	1616 Employees' Compensation Review Board
4	OSBMA	1618 Office of Small Business and Minority Affairs
4	WAB	1610 Wage Appeals Board
4	NCEP	1663 National Commission for Employment Policy
4	PCEPD	1667 President's Committee on People with Disabilities
4	ASP	1606 Office of the Assistant Secretary for Policy
5	VETS	1653 Veterans' Employment and Training Service
6	OASAM	1605 Office of the Assistant Secretary for Administration and Management.
	PBGC	1665 Pension Benefit Guaranty Corporation

For the ATM program (see 1-15.47 below), the coordinator should indicate in the proper section that the ATM cash limit is \$1000. (This amount is intended to provide room for overlap of withdrawals and billing cycles. See 1-15.47 for cash withdrawal limits.) Completed applications must be sent to the charge card company address provided to each coordinator.

c. Use of Charge Cards.

(1) The government contractor-issued charge card may only be used by an employee solely for expenses authorized on the employee's travel authorization and incurred incident to officially authorized Government travel. These expenses include lodging, meals, gasoline, incidentals, automobile rental, and common carrier

transportation when acquired from a Government Travel Management Center (TMC) or directly from the carrier. FTR 301-51.1, FTR 301-51.5, FTR 301-70.700, and FTR 301-70.705 Note that the charge card shall not be used to procure travel and transportation services from commercial travel agencies that are not under contract to the Government to provide such services to the Government traveler. Employees who acquire common carrier transportation with the charge card and either lose the ticket or fail to use all or part of the ticket are responsible for obtaining a credit for the unused ticket or reporting a loss to the carrier. Failure to obtain a credit from the carrier will result in the employee being financially liable for the entire amount of the ticket.

(2) Cardholders may not use a contractor-issued charge card for personal expenses. This prohibition includes use of the card to obtain contract city-pair fares on a common carrier for a member of the employee's family who is not on Government authorized travel while accompanying the employee, and the use of the card to obtain contract city-pair fares for personal side trips taken in conjunction with officially authorized travel. FTR 301-51.5, FTR 301-70.705, and FTR 301-73.202 Unauthorized use of the card may result in its cancellation and disciplinary action, as appropriate. FTR 301-51.6, FTR 301-70.706

d. Monthly Contractor Bills and Payments. The terms of the contract with the charge card contractor require billing and payment to be performed in the following manner. The contractor bills charges directly to the individual employee each month. Charges billed to the individual employee are due and must be paid in full within 25 calendar days of the billing date. There are no interest or late charges, and extended or partial payment is not permitted. Questions concerning billings and payments should be directed to the charge card contractor.

e. Travel Voucher Claims.

(1) Preparing and Submitting Travel Vouchers. Upon completing official travel, the employee must prepare and submit a travel voucher, together with any required receipts, to the Approving Official who will review and approve the voucher. An Approving Official Travel Voucher Review Check List is available from the Servicing Finance Office to assist in the review. In addition, Travel Manager software calculates and checks half of the items required.

The voucher is then submitted to the appropriate finance or paying office. The employee is reimbursed for travel and transportation expenses authorized and allowable under this subtitle and agency policies and procedures. Travel vouchers will be processed within the time limits prescribed in 1-11.6.

(2) Unused Transportation Tickets. Unused or partially unused tickets purchased with individual cards shall be returned to a TMC or carrier and a refund credit receipt obtained. Unused tickets that have been prepaid for pickup at the airport must be refunded by the airline upon whose ticket stock the ticket was issued. The employee may claim reimbursement on the travel voucher only for the cost of the tickets actually used. Refunds for unused tickets will be credited to the employee's account. The unused tickets shall not be submitted with the travel voucher. (See 1-3.5) FTR 301-72.301

(3) Transportation Charges and Assignment of Rights. Travel vouchers submitted for reimbursement of transportation purchased with charge cards must include a statement which assigns to the United States all rights which the traveler has in connection with recovery of overcharges from the carrier(s). This statement is preprinted on the SF 1012, and must be initialed by the employee when claiming reimbursement for transportation expenses. It is also included in Travel Manager.

f. Charge Card Cancellation and Suspension. Charge cards may be canceled by the employee, the participating agency, or the charge card contractor. Cancellations may be accomplished by telephone notification with subsequent written confirmation to the charge card contractor. The charge card contractor may cancel an employee's card when the contractor's statement has not been paid in full 120 calendar days after the date the statement was issued.

g. Lost or Stolen Charge Cards. An employee is not responsible for any charges incurred against a lost or stolen card provided the employee promptly reports loss of the card to the contractor under the terms of the cardmember agreement signed by the employee when the charge card was issued. Additionally, employees shall also report lost or stolen cards to their Coordinator.

h. Financial Obligations/Liability. Except for charges accrued against promptly reported lost or stolen cards, employees with

charge cards are liable for all billed charges. (See paragraphs "c" and "g" of this section.) Government employees must pay their just financial debts under Section 206 of Executive Order 11222 (May 8, 1965) and Office of Personnel Management Regulations, 5 CFR 735.207. At the request of the contractor, Federal agencies and departments, without Government liability, may assist in collecting delinquent employee accounts (see 1-13.1). The Government assumes no liability for charges incurred on employee charge cards (including charges relating to ATM withdrawals), nor is the Government liable for lost or stolen charge cards.

I. Employee Transfers or Relocations. To insure uninterrupted service when an employee transfers from one office to another, the Coordinator may:

(1) Obtain a new billing address (when necessary) from the employee prior to the actual transfer;

(2) Notify the contractor by telephone of the change in the billing address, if applicable; and

(3) Forward a completed Account Transfer Notice to the contractor.

1-15.45 Centrally Billed Accounts.

The Department has established centrally billed accounts with the contractor only for provision of transportation of Job Corps enrollees.

1-15.46 Travelers Checks.

The Department does not participate in the contractor's travelers check program. Employees wishing to obtain travelers checks may do so under the provisions of 1-9.1c.

1-15.47 ATM Services.

a. Enrollment in the ATM Program. Employees holding contractor-issued charge cards will be enrolled in the ATM program. The employees will be requested to complete an enrollment form for submission to the contractor. Each employee will receive a personal

identification number (PIN) which will be valid approximately ten days after the mailing of the PIN by the contractor.

b. Use of ATM Services. Employees who use the card to obtain a cash advance for authorized travel will be billed on their monthly statement for the amount advanced plus a service fee. The bill, including a service charge, is payable in full within 25 calendar days of the billing date. The service charge levied by the charge card company and the ATM bank will be reimbursed under certain circumstances explained below provided the amounts drawn reflect reasonable cash requirements for official travel.

Since the charge card can be used for so many items, including transportation, lodging, car rental and meals, **cash** needs should not exceed \$50 per day. For this reason, the Department will reimburse travelers for service fees for ATM advances not exceeding \$50 times the number calendar days in travel for a maximum of five calendar days or \$250 per week, provided they have no outstanding travel advance, and request no advance for that trip. For good and sufficient reason and approval of the Approving Official the per day limit may be exceeded.

(1) Effect on Cash Advances. Funds may be advanced for travel expenses covered under this Part in accordance with 1-10.3.

(2) Reimbursement. Reimbursement of ATM service charges is limited to the actual amount of the service fee charged on advances not exceeding \$50 times the number of calendar days in travel status. As with any other itemized claim, the expense must actually have been incurred.

When filing claims, the voucher should reflect the service charges levied by either the cash providing bank or charge card company for cash withdrawals from the ATM. The entry should state "Charge card - ATM cash withdrawal for out-of-pocket expenses," and list the service charge in column "n" (other). In cases of suspected abuse, the Approving Official or certifying officer (voucher section) may require receipts. Actual use of the card may also be verified from the reports provided to the Servicing Finance Office by the government charge card contractor.

(3) Exceptions, Prohibitions, Cautions.

(i) Occasions may arise in which an employee obtains an advance via the ATM for a particular trip, but the trip never takes place, or the trip is shortened. For example, a traveler may withdraw \$100 for a four-day authorized trip. If the trip is then canceled or reduced, the service fee may be reimbursed if the supervisor determines that the withdrawal of \$100 was consistent with the advance authorized. Supervisory approval of the voucher serves as approval of the service charge expense.

(ii) Under no circumstances may an employee be reimbursed the expense of locating an ATM since the savings accruing to the Government would be lost.

(iii) Vouchers claiming reimbursement for the service fee are subject to possible audit. Such audits may include an analysis of whether the amount taken from the ATM bears a reasonable relationship to the actual out-of-pocket expenses claimed on the voucher and the estimated advance for out-of-pocket expenses identified in the authorization.

c. Cancellation and Suspension of ATM Privileges. An employee's ATM privileges may be canceled by the employee, the participating agency, or the charge card contractor. Cancellation by the employee or participating agency may be accomplished by telephone notification with subsequent written confirmation to the charge card contractor. The contractor may cancel an employee's privileges only upon notifying and obtaining concurrence of the participating agency. The charge card contractor will automatically suspend an employee's ATM privileges when the contractor's statement has not been paid in full within 60 calendar days of the billing date on the billing statement. Additionally, the contractor may suspend or cancel an employee's card if (after contacting the participating agency) the contractor reasonably believes that the employee has made an unauthorized withdrawal or withdrawals. Finally, an employee's ATM privileges are automatically canceled upon the cancellation of his or her card.

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 16. C O N F E R E N C E P L A N N I N G

1-16.1 Policy.

It is the policy of the Government that agencies shall:

a. Exercise strict fiscal responsibility by selecting conference sites that minimize conference administrative costs, conference attendees' travel costs and conference attendees' time costs, that is, to choose the site that is in the best interest of the Government. FTR 301-74.5

b. Maximize the use of Government-owned or Government provided conference facilities as much as possible.

c. Identify opportunities to reduce costs in selecting a particular conference location and facility (e.g., through the availability of attractive and competitive rates during the off-season at a site having seasonal rates). FTR 301-74.1

1-16.2 Definitions.

a. Conference. The term "conference" means a meeting, retreat, seminar, symposium, or similar event that involves attendee travel. The term "conference" also means a training activity that involves attendee travel when the training activity is considered a conference under Chapter 410 of the Federal Personnel Manual and its accompanying instructional letters. FTR 301-74.1

b. Conference Costs. Conference costs are all costs paid by the Government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to: travel to and from the conference, ground transportation, lodging, meals and incidental costs, light refreshments, printing, meeting room(s), audiovisual and other equipment usage costs, computer and telephone access fees, registration fees, speaker fees, other conference-related

administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference. FTR 301-74.2

1-16.3 Authorization of Government Sponsorship or Co-sponsorship of a Conference.

The agency Administrative Officer (AAO) or an agency Regional Administrator shall authorize Government sponsorship or co-sponsorship of a conference which involves travel by 30 or more employees. FTR 301-74.3

1-16.4 Selection of a Conference Site.

a. Agency Responsibilities. Each agency shall:

(1) Assure there is appropriate management oversight of the conference planning process. FTR 301-74.3

(2) Always do cost comparisons of the size, scope, and location. Cost comparisons should include, but not be limited to, a determination of adequacy of lodging rooms at the established per diem rates, overall convenience, fees, availability of meeting space, equipment, and supplies, and commuting or travel distance of most attendees. As part of the cost comparison, initial selection of a location must be based upon the established per diem rates for the locations for which cost comparisons are made. FTR 301-74.3, FTR 301.74.4, and FTR 301.74.5

(3) Determine if a Government facility is available at a cheaper rate than a commercial facility and generally should avoid consideration of conference sites that might appear extravagant to the public. However, when a true cost savings would accrue to the Government in the selection of a particular conference site (e.g., through the availability of attractive and competitive rates during the off-season in areas having seasonal rates), agencies should avail themselves of the opportunity to save costs in selecting a conference site. FTR 301-74.1 and FTR 301-74.3

(4) Consider alternatives to a conference, e.g. teleconferencing. FTR 301-74.3

(5) Limit agency representation to the minimum number of attendees determined by a senior official necessary to accomplish your agency's mission. FTR 301-74.18

(6) Provide for the consideration of travel expenses when selecting attendees. FTR 301-74.18

(7) Maintain written documentation of the alternatives considered and the selection rationale used. For each conference of 30 or more attendees that an agency sponsor's or fund's, in whole or in part, a record must be maintained of the cost of each alternative conference site considered. Agencies must consider at least three sites. These records must be made available for inspection by your Office of the Inspector General or other interested parties. FTR 301-74.3 and FTR 301-74.19

(8) Select conference sites that minimize conference administrative costs and conference attendees' travel costs to be paid by the Government, as well as conference attendees' time costs. FTR 301.74.5

b. Conference Planning Considerations.

(1) Increased Per Diem - 25 percent for Conference Lodging. While it is always desirable to obtain lodging facilities at the chosen locality per diem rate, it may not always be possible. In negotiating rates with the properties in the chosen location, Agencies may exceed the established lodging portion of the per diem rate by up to 25 percent (rounded to the next whole dollar), if necessary. This will provide flexibility in selecting an appropriate property at the most advantageous location. It will also permit agencies to reimburse their travelers' subsistence expense by using the conference lodging allowance (a variation of the per diem allowance rather than the actual expense reimbursement method). In other words, the conference lodging allowance is a pre-determined maximum allowance of up to 25 percent greater than the applicable locality lodging portion of the per diem rate that is not considered to be an actual expense allowance. FTR 301-74.6, FTR 301-74.7, and FTR 301-74.23

(i) The 25 percent allowance may not be applied to M&IE. FTR 301-74.7

(ii) Agencies may not exceed 25 percent and still be covered by the conference lodging allowance. To exceed the 25 percent, actual subsistence must be authorized. The conference lodging allowance method and the actual expense method of reimbursement may not be used concurrently. FTR 301-74.10, and FTR 301-74.12.

(iii) For a Government sponsored conference, the approval authority for the conference is the Government agency sponsoring the conference. The sponsoring agency will determine the appropriate conference lodging allowance, up to 25 percent above the established lodging allowance for the chosen location, and that rate shall be allowable for all employees of any agency authorized to attend the conference. The determination must be made by a senior official at the sponsoring agency. FTR 301-74.8

(iv) For a non-Government sponsored conference, the travel Approving Official may authorize the employee to be reimbursed for lodging expenses incurred up to 25 percent above the established lodging allowance for the chosen location to the conference location. FTR 301-74.9

(2) Payment of Conference Fees. Agencies may not include conference administrative costs in an employee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Conference fees/registration may be paid separately, either directly or by reimbursing employees who paid such expenses and vouchered for them. FTR 301-74.13

(3) Paying for Light Refreshments at a Conference. Agencies may provide light refreshments to agency employees attending an official conference. Light refreshments for morning, afternoon or evening breaks are defined to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. If light refreshments are furnished they are a separate administrative expense. Consequently no deduction of the M&IE allowance is required. The cost of light refreshments may be included in the registration fee. FTR 301-74.11 and FTR 301-74.21

(i) In order for agencies to provide light refreshments at an official conference, the majority of attendees have

to be in travel status. If the majority are not in travel status, the rule does not apply. For example, light refreshments may not be provided at a conference where the majority of the attendees are from the local commuting area. Light refreshments may be provided at an "on site" conference where the majority of attendees are in travel status.

(ii) While the FTR sets no minimum number of conference attendees in order to provide light refreshments at an official conference, conference planners are advised to use discretion so as not to subject the agency to adverse criticism.

(iii) Agencies may not provide light refreshments to non-federal travelers unless there is a mechanism for them to pay the cost of providing such refreshments, such as a registration fee.

(4) Approval to Use the 25 Percent Factor. A Federal traveler, attending a conference, may be authorized the conference lodging allowance when the traveler is either notified by the conference sponsor that the conference lodging allowance is necessary; and/or authorized or approved by the traveler's agency. FTR 301-74.23

c. Prohibition on Use of a Place of Public Accommodation that is not a FEMA-Approved Accommodation.

(1) General Rule. When DOL sponsors or funds (see 15 U.S.C. 2225a), in whole or in part, a conference at a place of public accommodation (e.g. hotel, motel, bed and breakfast, etc.) in the United States, DOL must use a FEMA-approved accommodation, except as provided below. FTR 301-74.14

(i) The head of a DOL agency makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary in the public interest for a particular event. The agency head may delegate the authority to waive the prohibition to a senior level official if such official is given authority with respect to all conferences sponsored or funded by the agency. FTR 301-74.15

(ii) Any advertisement or application for attendance at a conference described in section 1-16.3b. must include

notice of the prohibition against using a non-FEMA approved place of public accommodation for conferences and notice that the conference lodging allowance applies to Federal attendees, if applicable. In addition, any executive agency, as defined in 5 U.S.C. 105, shall notify all non-Federal entities to which it provides Federal funds of this prohibition. FTR 301-74.16

(2) Conferences within the District of Columbia. In addition to the general rules provided in this part, the following special rules apply: Agencies may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 34); and any short-term conference meeting space obtained in the District of Columbia must be procured under 41 CFR 101-17.101-4. This provision does not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel. FTR 301-74.17

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 17. A G E N C Y T R A V E L
D A T A R E Q U I R E M E N T S

Subpart A- Travel Accounting Systems

1-17.1 Agency Travel Accounting System.

a. Purpose. The purpose of an agency travel accounting system is to:

1. Pay authorized and allowable travel expenses of employees;
2. Provide standard data necessary for the management of official travel; and
3. Ensure adequate accounting for all travel and transportation expenses for official travel. FTR 301-71.1

b. Functions Related to Common Carrier Transportation.

The system must:

- (1) Authorize the use of cash in accordance with FTR 301-51.100 or as otherwise required;
- (2) Correlate travel data accumulated by your authorization and claims accounting systems with common carrier transportation documents and data for audit purposes;
- (3) Identify unused tickets for refund;
- (4) Collect unused, partially used, or downgraded/exchanged tickets, from travelers upon completion of travel;
- (5) Track denied boarding compensation from employees;

(6) Identify and collect refunds due from carriers for overpayments, or unused, partially used, or downgraded/ exchanged tickets; and

(7) Reconcile all centrally billed travel expenses (e.g. airline, lodging, car rentals, etc.) with travel authorizations and claims to assure that only authorized charges are paid. FTR 301 72.100

c. Requirements Related to Travel Advances. The data must be captured in the agency travel advance accounting system are:

(1) The name and social security number of each employee who has an advance;

(2) The amount of the advance;

(3) The date of issuance; and

(4) The date of reconciliation for unused portions of travel advances. FTR 301-71.302

d. Required Standard Data Elements. The standard data elements and when must they be captured on a travel accounting system are listed in Appendix A of this chapter and must be on any travel claim form authorized for use by agency employees. FTR 301-71.2

Subpart B--Annual Survey

1-17.100 Scope.

This Subpart applies to any Federal agency, as defined in 5 U.S.C. 5701(1), which spent more than \$5 million on travel and transportation payments, including payments for employee relocation, during the fiscal year prior to the survey year. These requirements are based on 5 U.S.C. 5701-5709; E.O. 11609, 36 FR 13747, 33 CFR, 1971-1975 Comp., p. 586.

1-17.101 Applicability.

a. The Agencies listed below are required to annually report fiscal year travel and relocation cost data to the General Services Administration:

Bureau of Labor Statistics
Employment and Training Administration
Employment Standards Administration
Mine Safety and Health Administration
Occupational Safety and Health Administration
All other agencies as a unit

b. This Subpart also applies to any agency not specifically listed in paragraph "a" above which spends over \$5 million on travel and transportation during the fiscal year.

1-17.102 Reporting Requirements.

a. Each agency within DOL that spent more than \$5 million on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year must report information required in b below. Every two years GSA will distribute the Federal Agencies Travel Survey which is assigned Interagency Control No. 0362-GSA-AN. Copies of the survey may be obtained from the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405. FTR 300-70.1

b. For the fiscal year reporting period agencies must report the following information:

(1) Estimated total agency payments for travel and transportation of people;

(2) Average costs and duration of trips;

(3) Amount of official travel by purpose(s);

(4) Estimated total agency payments for employee relocation; and

(5) Any other specific information GSA may require for the reporting period. FTR 300-70.2

c. The survey will specify the due date. The head of the agency must appoint a designee at the headquarters level responsible for ensuring that the survey is completed and returned to GSA by the due date. Upon receiving a survey, the CFO must submit the designee's name, address, and telephone number to the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405. FTR 300-70.3

d. For major sub organizations, required responses are as follows:

(1) Separate response from each sub organization which spent more than \$5 million for travel and relocation during the fiscal year immediately preceding the survey year;

(2) A consolidated response covering all the sub organizations which did not spend more than \$5 million for travel and relocation during the fiscal year immediately preceding the survey year; and

(3) A consolidated response which covers all components of the agency. FTR 300-70.4

e. The CFO is responsible for preparing and submitting this report.

Subpart C--Reporting to IRS - Use of Vehicles

1-17.200 Taxability of the Use of Government-Owned or -Leased Vehicles for Commuting.

The Deficit Reduction Act of 1984 (Public Law 98-369) and the Contemporaneous Record keeping Requirements Repeal (Public Law 99-44) require that certain noncash fringe benefits be subject to Federal income taxes, as well as Social Security and/or Medicare taxes. Among these noncash benefits is the use of a Government-owned or -leased vehicle (GOV) for commuting. A GOV is considered as being used for commuting when it is used by an employee to travel between residence and place of work, whether round-trip or one-way, where the Government would not fully reimburse the employee had the employee used a

privately-owned vehicle (POV). In accordance with Internal Revenue Service (IRS) regulations, the Department has elected:

a. To report this benefit on a special accounting period which is November 1 of the year preceding the year for which the benefit is reported through October 31 of the year for which the benefit is reported; and

b. Not to withhold for Federal income taxes (however, Social Security and Medicare deductions will be taken).

1-17.201 Responsibilities.

a. Agency Administrative Officers (AAO's). Agency Administrative Officers (AAO's) are responsible for ensuring that supervisors within their respective agencies are aware of the requirements and procedures for reporting to the IRS use of a GOV for commuting. They are also responsible for reporting the use of GOV's for commuting by their agency's employees at the National Office to the employees' respective Servicing Payroll Office (SPO). Additionally, the Mine Safety and Health Administration (MSHA) Administrative Officer is responsible for ensuring that MSHA's District Office Directors report the use of GOV's for commuting by the District's employees to their respective SPO.

b. Director - Business Operations Center (BOC). The Director, BOC, is responsible for ensuring that supervisors within the agencies serviced by BOC are aware of the requirements and procedures for reporting to IRS use of a GOV for commuting. Furthermore, the Director is also responsible for ensuring that the use of GOV's to commute by National Office employees of these agencies is reported to their respective SPO's.

c. Reporting Officer. The reporting officers (AAO's, Regional Administrators - OASAM, Director - BOC, MSHA District Managers, or individuals in equivalent positions) are responsible for ensuring that supervisors within their office's jurisdiction report to them the name of each employee who used a GOV to commute and the number of times the employee used a GOV to commute one way. The reporting officer shall consolidate this information and report it to the SPO.

d. Supervisor. The supervisor is responsible for determining, in conjunction with the employee and through the use of vehicle-use logs, the number of times the employee used a GOV for commuting. The supervisor shall report to the Reporting Officer the name of each employee who used a GOV for commuting and the number of times the employee used a GOV to commute one way.

e. Servicing Payroll Office. The SPO will manually prepare the W-2's for this benefit. Additionally, the SPO is responsible for all payroll-related entries for this benefit.

f. Office of Accounting and Payment Services. The Office of Accounting and Payment Services (OAPS) will issue a memorandum on or before January 31 of each year informing all travelers of: (1) the requirement to report to the IRS the use of GOV's to commute; (2) the dollar value of each one-way commute; (3) the requirement to withhold Social Security and Medicare taxes for this benefit; (4) the Department's election not to withhold Federal income taxes; and (5) the Department's election to use the special accounting period. The OAPS will also arrange to have this memorandum distributed to new employees and will issue a notice in October of each year reminding reporting officers of the requirement to report the use of a GOV to commute as income to the employee. This notice will also provide the procedures to be followed in reporting the data. Finally, OAPS will ensure that all SPO's submit their W-2's in a timely manner and will include all the W-2's for this benefit in the Department's filing of IRS Form 941, Employer's Quarterly Federal Tax Return, for the fourth quarter of each calendar year. The OAPS will also submit to the States, copies of their W-2's.

Subpart D-Reporting to IRS - Travel Advances.

1-17.300 Taxability of Excessive Travel Advances.

a. Authority. Legislation enacted in 1988 (P.L. 100-485) requires employers, including Federal agencies, to report excessive travel/expense advances as taxable income. Regulations promulgated by the IRS in 1990 and 1991 set criteria for determining when an advance is excessive.

b. Responsibilities.

(1) Agency Administrative Officers. Agency Administrative Officers (AAO's); the Director, BOC; and the Regional Administrators - OASAM are responsible for ensuring that supervisors within their respective agencies are aware of the potential tax consequences of an employee holding an excessive travel advance.

(2) Servicing Finance Office. The SFO will identify excessive advances subject to the IRS regulations and prepare the W-2's for this benefit. The SPO is responsible for all payroll-related entries for this benefit.

(3) Office of Accounting and Payment Services. The Office of Accounting and Payment Services(OAPS) will issue a memorandum each year informing all travelers of the requirements to report to the IRS excessive advances, and the requirement to withhold Social Security and Medicare taxes for this benefit. OAPS will ensure that all SPO's submit their W-2's in a timely manner and will include all the W-2's for this benefit in the Department's filing of IRS Form 941, Employer's Quarterly Federal Tax Return. OAPS will also submit to the States, copies of their W-2's.

1-17.301. Avoidance of Tax Liability of Excessive Advance.

If employees follow existing DOL policies and procedures contained in 1-10.3 of this Chapter for drawing advances, vouchering business expenses, and repaying excess advances, no travel advance payments need to be reported to the IRS as income.

Subpart E-Reporting to IRS - Reimbursement of Long-Term Assignment.

1-17.400 Taxability of Reimbursement of Long-Term Assignments.

a. Authority. Reimbursement of certain travel expenses is considered taxable income. Section 161 of the Internal Revenue Code (IRC), contained in title 26 of the CFR, allows taxpayers to deduct ordinary and necessary expenses paid or incurred in carrying on any trade or business. The Energy Policy Act of 1992, P.L. 102-486 which is the subject of Revenue Ruling 93-86, limits the deductibility of travel expenses to cases where the taxpayer is temporarily away from home for a period of employment that does not exceed one year.

b. Responsibilities.

(1) Agency Administrative Officers. Agency Administrative Officers (AAO's); the Director, BOC; and the Regional Administrators - OASAM are responsible for ensuring that supervisors within their respective agencies are aware of the potential tax consequences of an employee being assigned temporary duty away from the official duty station longer than 1 year.

(2) Servicing Finance Offices. The SFOs will identify travelers in temporary duty status greater than 1 year subject to the IRS regulations and prepare the W-2's for this benefit. The SPO is responsible for all payroll-related entries for this benefit.

(3) Office of Accounting and Payment Services (OAPS). OAPS will issue a memorandum each year informing all travelers of the requirements to report to the IRS reimbursement of travel exceeding 1 year, and the requirement to withhold Social Security and Medicare taxes for this benefit. OAPS will ensure that all SFO's submit their W-2's in a timely manner and will include all the W-2's for this benefit in the Department's filing of IRS Form 941, Employer's Quarterly Federal Tax Return. OAPS will also submit to the States, copies of their W-2's.

(4) Reimbursement of Taxes. An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses are eligible to receive an Income Tax Reimbursement Allowance (ITRA). FTR 301-11.501 and FTR 301-11.502. See the Servicing Finance Office for details.

1-17.401. Avoidance of Tax Liability.

SOL has advised that:

(1) the one year rule applies to assignments to a single location; and

(2) that in cases of interim assignments at a single location, a reasonable person test would apply. In cases where the return to the original post of duty is of such a long duration that it would deter a reasonable person from moving to the area of the assignment, the assignment prior to the return and the assignment

subsequent to the return would be considered as separate assignments. In such a case, if neither assignment exceeded one year, DOL would not be required to report, or withhold taxes, on travel reimbursements for either assignment. On the other hand, if the return to the original post of duty was of such short duration, e.g., a couple of weeks, that it would not deter a reasonable person from moving his, or her residence to the area of the assignment, then the period away from that post would be continuous and DOL would be required to report, and withhold taxes, on the reimbursements for the assignment exceeding one year.

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CHAPTER 1. GENERAL TRAVEL REGULATIONS

(P A R T 18. R E S E R V E D)

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CHAPTER 1. GENERAL TRAVEL REGULATIONS

(P A R T 19 . R E S E R V E D)

CHAPTER 1. GENERAL TRAVEL REGULATIONS

P A R T 20. L O N G - T E R M A S S I G N M E N T S

Subpart A-Long-Term Training Assignments (120 Days or More)

1-20.1 General.

The purpose of this section is to assist DOL personnel selected to participate in long-term training assignments in preparing estimates for travel, per diem, moving, and educational expenses. Employee and supervisor should develop a mutually acceptable budget of expenses for the training, and the budget should be prepared in sufficient detail to permit a meaningful audit. In the event the employee and supervisor are unable to arrive at a mutually acceptable budget, the Agency Head shall set the amounts. (As of March 22, 1997, GSA issued guidelines for Temporary Change of Station (TCS) that provide relocation benefits without sale of real estate. The new provision will provide an alternative to the "two permanent change of station" provisions referenced below. Regulations will be incorporated into DLMS 7, Chapter 2 once agreement is reached on the nature of DOL's program. Expenses for long-term training assignments are governed by this Chapter.) and:

- a. Federal Personnel Manual, Chapter 410, subchapter 6;
- b. General Services Administration (GSA) Federal Travel Regulations, FPMR 101-7; and
- c. The Government Employees Training Act of 1953 (5 U.S.C. 4101 to 4118); and
- d. Internal Revenue Service (IRS) Notices 93-29 and 93-86.

1-20.2 Policy.

- a. Employees should not be expected to pay any costs caused by the training assignment which are above those normally incurred at their official permanent duty station and which are beyond the employees' reasonable control.

b. Employees are responsible for contacting the training facility representative for on-campus or off-campus housing, whichever is appropriate, to identify the living costs at the training site.

c. Cost differences among geographical areas, different training facilities, and the need of individuals will be taken into consideration in determining how much each employee should be allowed for these long-term expenses.

d. Employees assigned to long-term training may elect to be reimbursed for two permanent changes of station or relocations as provided in 1-20.4 below, when the estimated costs of transportation and related services are less than the aggregate per diem payments for the period of training.

e. Employees should submit documents establishing travel costs relating to the training assignment at least 45 days prior to commencement of training.

f. Under the Government Employees Training Act, employees on long-term training are not entitled to an authorized return to the official permanent duty station every 30 days.

g. Neither per diem nor transportation costs are allowable for family members.

1-20.3 Calculated Per Diem Method.

a. General. A "calculated" per diem allowance is one which is arrived at by the supervisor and the employee based upon a mutually prepared and acceptable budget. The "calculated" per diem is paid for each full or partial day the employee is entitled to per diem. In determining the per diem rate, the cost of lodging, necessary living expenses and any other costs that would be over and above what the employee normally would pay at the old official duty station, such as furniture rental, medical care, or distant shopping facilities should be considered. Under this method of reimbursement, per diem and transportation expenses for family members are not allowable.

b. Limitation. The full per diem allowable under the lodgings-plus per diem method may be allowed for the first 30 days for

the employee only (not allowable for family members). Thereafter, the per diem must be in line with actual and necessary living expenses, but may not exceed 55 percent of the maximum allowable per diem under the lodgings-plus per diem method. The reduced per diem rate may be applied from day one if reduced lodging expenses are expected.

1-20.4 Two Relocations of Duty Station Method.

a. General. When the estimated costs of transportation and related services are less than the aggregate per diem payments for the period of training, an employee may elect pursuant to 1-20.2d above, to receive reimbursement for the relocation expenses enumerated in paragraph "b" below (5 U.S.C. 4109). These expenses will be paid for moving to the training site and for the return to the employee's permanent duty station.

b. Allowable Expenses. Employees who elect the relocation method may be reimbursed for:

(1) Transportation of household goods to and from the training site;

(2) Temporary storage costs not-to-exceed 2 months at both official duty stations;

(3) Transportation and en route per diem to and from the training site for the employee only; and

(4) Transportation for dependents to and from the training site (per diem is not allowed for dependents).

c. Expenses Specifically Excluded. The following expenses are not authorized by law (5 U.S.C. 4109) and therefore, are not reimbursable in connection with training assignments.

(1) House hunting trip;

(2) Temporary quarters allowance;

(3) Miscellaneous expense allowance; and

(4) Real estate and unexpired lease allowances.

1-20.5 Miscellaneous Allowable Expenses.

In addition to subsistence expenses or relocation expenses, an employee on a long-term training assignment is entitled to local transportation related to the training, parking, and travel between the training site and residence.

1-20.6 Approval Procedures.

The official authorizing the training should send the draft budget for National Office employees to the Human Resource Center, OASAM, and should send the budget for field employees to the appropriate OASAM regional office, for comment. The supervisor shall prepare a Travel Authorization, or form DL 1-33B, and send it along with the budget through proper channels for approval. After both the travel authorization and the budget have been approved, an Assignment to Training Outside the Department, form DL 1-101, must be prepared and forwarded through official channels with the approved budget attached. After the budget, Travel Authorization and the form DL 1-101 have been approved, the employee may obtain a travel advance to defray certain out-of-pocket expenses. These expenses include transportation, per diem, parking, travel between training site and residence, or equipment rental necessary to perform class work. Advances for these items are subject to the limitations set-forth in 1-10.

1-20.7 Time and Attendance Records.

Time and attendance records will be maintained and processed in the usual manner at the employee's official permanent duty station. The employee should obtain certified weekly attendance reports from the training facility. These reports should be forwarded to the employee's time and attendance clerk who should attach these reports to the employee's time record to support the employee's time and attendance card.

1-20.8 Leave and Vacation Periods.

a. Extended Vacation Periods, Semester Breaks, etc. When the employee remains at the training facility during extended vacation

periods or time off between semesters, the employee will not be charged annual leave. If the "calculated" per diem method was elected by the employee, he/she will continue to receive per diem. The employing organization may, at its option, require a certification that the employee is actually studying and if not, the employing organization may require the employee to return to the official permanent duty station to work during these periods. The employee may be required to return only if it was determined that the return was in the interest of the Government. In determining whether the return was in the interest of the Government, consideration must be given to the cost of the return in relation to the cost to remain at the training site and the nature of the work performed.

An employee on the "calculated" per diem method will be reimbursed for transportation expenses and en route per diem when ordered to return to the official permanent duty station. Per diem at the training site will cease while the employee is at the permanent official duty station and no per diem may be allowed at the official permanent duty station. Whereas, an employee who elected the two permanent changes of station method in lieu of a "calculated" per diem is entitled to per diem at the permanent official duty station in addition to transportation costs and en route per diem.

b. Annual Leave.

(1) At Training Facility. When an employee fails to attend classes for personal reasons other than health, annual leave shall be charged. If the employee is on the "calculated" per diem method and the period of annual leave is more than four hours, the employee shall not be allowed per diem for the day.

(2) Away From Training Facility. If, for personal reasons not connected with the training assignment, the employee leaves the metropolitan area in which the training site is located, annual leave will be charged. If the employee is on the "calculated" per diem method, and is away from the training site for personal reasons, a per diem allowance may not be allowed for that period of time.

(3) Approval. Whenever possible, annual leave should have prior approval of the employee's supervisor.

c. Sick Leave. If an employee is sick and cannot attend classes when they are being conducted, sick leave will be charged. However, those employee's on the "calculated" per diem method will continue to receive per diem in accordance with 1-12.5.

1-20.9 Reimbursements.

Employees who are on a "calculated" per diem shall request reimbursement in accordance with Part 7 of Chapter 1. Employees who elect the two relocations method shall request reimbursement for moving expenses in accordance with Chapter 2 of this Manual. Reimbursement for local travel by employees on the two relocations or two permanent changes of stations (PCS) method shall be in accordance with 1-2.3 of this Chapter.

1-20.10 Taxability of Reimbursements.

The Energy Policy Act of 1992 amended the Internal Revenue Code to provide that "the taxpayer shall not be treated as being temporarily away from home during any period of employment if such period exceeds 1 year." See Part 17, Agency Travel Data Requirements, Subpart E, Reporting to IRS - Reimbursement for Long-Term Temporary Duty, in this Chapter.

Subpart B-Intergovernmental Personnel Act (IPA) and Executive Exchange Assignments

1-20.100 General.

Intergovernmental Personal Act (IPA) or Executive Exchange Assignments are performed under agreement with the State or company with which the personnel exchange assignment is arranged. The agreement normally includes the nature of the work to be performed as well as the negotiated financial details of the personnel exchange. As a general principle, the Department's share of the cost should be related to the extent the agency's own mission will be supported, or to the extent the public purpose or national interest would be served. IPA exchanges and the payment of related expenses are authorized by 5 U.S.C. 3371, 3372, 3373, 3374, 3375 and 5724.

1-20.101 Policy.

Dependent on the nature of the assignment, it may be negotiated on a reimbursable or a non-reimbursable basis, partial or in full. In determining the Department's share of the costs of the assignment, the assignment's level of assistance in carrying out the agency's mission and programs should be considered. When the assignment will be of direct assistance in carrying out the mission and programs of the Department, it may be desirable to support a major or full amount of the costs of the assignment. Whereas, when the assignment is for a public purpose or in the national interest with only indirect benefit to the Department, it may be advisable to negotiate a lesser amount of the assignment's costs.

Employees on IPA assignments are not entitled to an authorized return to the official permanent duty station every 30 days.

As of March 22, 1997, GSA issued guidelines for Temporary Change of Station (TCS) that provide relocation benefits without sale of real estate. The new provision will provide an alternative to the "two permanent change of station" provisions referenced below. Regulations will be incorporated into DLMS 7, Chapter 2

1-20.102 Federal Employees/Agency Options.

a. General. Federal employees on IPA or Executive Exchange assignments will be reimbursed the lesser of "b" or "c" below. However, if the cost factors are essentially the same the employee may elect the method of reimbursement. The AAO and the employee should prepare cost budgets under both methods in order to select the least costly method to the Government; or, if the costs of both methods are essentially the same, then the method most satisfactory to the employee may be selected.

b. Calculated or Reduced Per Diem Method. A "calculated" or reduced per diem allowance is one which is arrived at by the supervisor and the employee based upon a mutually prepared and acceptable budget. The "calculated" or reduced per diem is paid for each full or partial day the employee is entitled to per diem. In determining the per diem rate, the cost of lodging, necessary living expenses and any other costs that would be over and above what the employee normally would pay at the old official duty station, such as furniture rental, medical care, or distant shopping facilities should be considered. Under this method of reimbursement per diem and

transportation expenses for family members are not allowable. Per diem for the first 30 days of the assignment is limited to not more than the maximum allowable for the locality of the assignment under the lodgings-plus per diem method. Thereafter, per diem is limited to 55 percent of the maximum allowable per diem under the lodgings-plus method.

c. Two Permanent Changes of Station Method.

(1) General. When the estimated costs of transportation and related services are less than the aggregate per diem payments for the period of the assignment, or if the employee elects the two PCS method pursuant to "a" above, the employee will be reimbursed the relocation expenses enumerated in (2) below (5 U.S.C. 3375). These expenses will be paid for moving to the location of the assignment and for the return to the employee's permanent duty station.

(2) Allowable Expenses. Employees who use the relocation method may be reimbursed for:

(i) Transportation of household goods to and from the assignment location;

(ii) Temporary storage costs not-to-exceed 2 months at the assignment location and upon return to the official duty station;

(iii) Transportation and en route per diem to and from the assignment location for the employee and his/her immediate family;

(iv) Temporary quarters allowance for the employee and his/her immediate family at the assignment location and upon return to the official duty station;

(v) Non-temporary storage of household goods and personal effects in connection with an assignment at an isolated location; and

(vi) Relocation income tax allowance for certain expenses incurred in connection with a PCS move (see 2-11)

(3) Expenses Specifically Excluded. The following expenses are not authorized by law (5 U.S.C. 3375) and therefore, are not reimbursable in connection with IPA or Executive Exchange assignments:

- (i) House hunting trip;
- (ii) Miscellaneous expense allowance; and
- (iii) Real estate and unexpired lease allowances.

1-20.103 State Employees.

State employees accepting assignments with the Department will be authorized travel and expense allowances consistent with the rates and regulations of their State and will be reimbursed by their State under the terms of the Agreement. Any supplemental travel or per diem allowances (as well as salary increases) are the responsibility of the State and are not authorized.

1-20.104 Employment Agreement.

The travel and transportation expenses specified above for both Federal and State employees may be allowed only after the employee agrees in writing to complete the entire assignment period or one year, whichever is shorter, unless the assignment is terminated for reasons beyond their control that are acceptable to the Department. If the employee or the State violates or improperly terminates the agreement, the money spent by the Federal Government may be recovered from the employee and/or the State as a debt due to the United States. The decision about who will pay the travel and transportation costs to and from a given assignment will be made by the Departmental Personnel Officer and State officials authorized to negotiate the Assignment Agreement.

1-20.105 Travel During Assignment's Duration.

Travel expenses incurred as a result of travel directed and authorized by the Department during the period of an employee's assignment will be paid by the Department pursuant to Chapter 2 of this Manual and Part 3 of this Chapter. Any additional travel expenses incurred as a result of travel directed and authorized by the State will be paid by the State in accordance with State laws and

regulations. In no event will the traveler receive reimbursement from both the State and the Federal Government for the same travel. An employee on the "calculated" or reduced per diem method may only receive per diem at one location on any calendar day. Therefore, the "calculated" or reduced per diem may not be allowed when the employee receives per diem while in travel status during the duration of the assignment.

1-20.106 Ordered to Return to Official Permanent Duty Station During Assignment.

An employee on the "calculated" or reduced per diem method will be reimbursed for transportation expenses and en route per diem when ordered to return to the official permanent duty station. Per diem at the assignment location will cease while the employee is at the permanent official duty station and no per diem may be allowed at the official permanent duty station. However, an employee who on the two PCS method in lieu of a "calculated" or reduced per diem is entitled to per diem at the permanent official duty station in addition to transportation costs and en route per diem.

1-20.107 Annual Leave.

When an employee on the "calculated" or reduced per diem method takes annual leave, entitlement to per diem is in accordance with 1-7.15.

1-20.108 Sick Leave.

If an employee is ill and does not report to the office, sick leave will be charged. Those employees on the "calculated" or reduced per diem method will continue to receive per diem in accordance with 1-12.5.

1-20.109 Taxability of Reimbursements.

The Energy Policy Act of 1992 amended the Internal Revenue Code to provide that "the taxpayer shall not be treated as being temporarily away from home during any period of employment if such period exceeds 1 year." See Part 17, Subpart E, Reporting to IRS - Reimbursement for Long-Term Temporary Duty, in this Chapter.

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APPENDIX A TO DLMS 7, CHAPTER 1 is not included in the Web copy of the Chapter because of font and margin considerations.